

**SARASOTA COUNTY TAX COLLECTOR BARBARA FORD-COATES**

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**Registration for Sarasota County Tourist Development Tax**

1. Property Owner's Name	<b>Office Use Only</b> Account # _____
2. Mailing Address	10. Rental Location (Actual Street Address & Unit #) _____
City State Zip	_____
3. Telephone Number ( )	4. Fax Number ( )
_____	_____
5. Email	11. Real Estate Tax Account Number _____
6. Business Name, if applicable	_____
7. Type of Facility: (Please check) <input type="checkbox"/> Hotel <input type="checkbox"/> Apartment/Villa <input type="checkbox"/> Motel <input type="checkbox"/> Mobile Home <input type="checkbox"/> Condominium <input type="checkbox"/> Residential Home <input type="checkbox"/> Other _____	12. Sarasota County Business Tax Account Number  _____ (Required if renting less than one month)
8. Rent Period Frequency: Monthly Quarterly *Seasonal  *Seasonal- This means that you only rent the property out for specific months of the year. If you select seasonal, please check the months that you will be renting out the property: <input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> July <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec	13. State Sales Tax Number _____ (Obtain from the Department of Revenue)
9. Date property was first rented: _____ Month                      Day                      Year	14. _____ Signature _____ Print Name _____ Date

**Instructions for Completing Registration**

- Property Owner's Name**-Enter the name of the property owner (individual, partner or corporate name, whichever is applicable).
- Mailing Address**-Enter address for all mailings from this office - this includes notices, correspondence and return forms.
- Telephone Number**-Enter telephone number, including area code, of the property owner.
- Fax Number**-Enter fax number, including area code, of the property owner.
- Email Address** - Enter email address
- Business Name**-Enter the name of the business (eg. hotel name, apartment building name, etc.)
- Type of Facility**-Check the one box that best describes the rental facility.
- Rent Period Frequency**- Monthly, Quarterly, Seasonally (please indicate specific months)
- Enter the Date**-Enter the date you first rented the property.
- Rental Location**-Enter actual street address, city, state and zip code of the property being rented.
- Real Property Tax Number**-Enter account number from real property tax bill.
- Local Business Tax Receipt**-If unit is available to rent for less than one month, a Sarasota County Local Business Tax Receipt is required. Enter receipt number. (Note: If rental is in the city, a city local business tax receipt may also be required.)
- State Sales Tax Number**-Enter sales tax number issued by the Department of Revenue for reporting the 7% state sales tax. ★
- Signature**-By signing this form, the registrant acknowledges his/her liability for properly collecting and remitting the tourist development tax. This registration must be signed by an authorized representative (owner, partner or corporate officer).

★ If a number has been applied for but not yet received, enter "applied for" and notify the Tax Collector's Office as soon as it is received.