

# SARASOTA COUNTY TOURIST DEVELOPMENT TAX

Carefully review the information printed on the forms, including rental location and mailing address. If any information is incorrect or omitted, please write the correct information on your **first** return and we will update our records.

**Please Note: If you do not rent for a particular period, you MUST complete a return indicating zero rent unless you have filed an affidavit with this office to inactivate your account.** (Failure to file will result in a late penalty.) If you have any questions, please contact 941.861.8300, option 3 or Info@SarasotaTaxCollector.com.

## INSTRUCTIONS FOR COMPLETING RETURN FORMS

- 1. Gross Rental Receipts:** Enter the total rent collected.
- 2. Exempt Rental Receipts:** Enter the total rent collected received from exempt renters as authorized by Florida law (example: military, non-profit agencies, churches, full-time students, etc.).
- 3. Taxable Rental Receipts:** Line 1 LESS Line 2; this is the amount of revenue on which tax was collected.
- 4. Total Tax Collected (5%):** Line 3 MULTIPLIED by 5%.
- 5. Less Collection Allowance:** Line 4 MULTIPLIED by 2.5%, **not to exceed \$30.**  
*You are entitled to a collection allowance only if the return is filed by the 20<sup>th</sup> of the next month.*
- 6. Plus Delinquent Penalty:** If not postmarked by the 20<sup>th</sup> of the next month, call for instructions.
- 7. Plus Delinquent Interest:** If not postmarked by the 20<sup>th</sup> of the next month, call for instructions.
- 8. Total Amount Due:**  
**Filing by the 20<sup>th</sup>** of the next month - Line 4 LESS Line 5.  
**Filing after the 20<sup>th</sup>** of the next month - Line 4 PLUS Line 6 PLUS Line 7.

**Signature:** The person completing the return needs to verify all the information and sign the bottom of the return. Please make your check payable to Tax Collector Barbara Ford-Coates for the amount on Line 8.

## EXAMPLES:

January 2017 return filed **ON TIME** (postmarked by February 20, 2017)

SARASOTA COUNTY TOURIST DEVELOPMENT TAX RETURN		<i><b>SUBMIT WITH PAYMENT</b></i>	
TAX COLLECTED DURING	<u>Jan.</u> <small>MONTH</small>	<u>2017</u> <small>YEAR</small>	Note: Return is delinquent if not postmarked by the 20 <sup>th</sup> of the month following the reporting period.
ACCOUNT#	<u>1 2 3 4</u>		
RENTAL LOCATION	<i>9876 First Street Sarasota, FL 34230</i>		
	<i>Any Hotel 4567 Main Street Sarasota, FL 34230</i>		
SIGNATURE REQUIRED	_____		
		<b>AMOUNTS COLLECTED</b>	
	1. Gross Rental Receipts	10,000.00	
	2. Exempt Rental Receipts		
	3. Taxable Rental Receipts	10,000.00	
	4. Total Tax Collected (5%)	500.00	
	5. Less - Collection Allowance 2.5% of tax collected	12.50	
	6. Plus Delinquent Penalty		
	7. Plus Delinquent Interest		
	<b>8. Total Amount Due</b>	<b>487.50</b>	
	MAKE CHECK PAYABLE TO: TAX COLLECTOR BARBARA FORD-COATES 101 S. Washington Blvd. • Sarasota, FL 34236-6993 • 941.861.8300, option 3 www.SarasotaTaxCollector.com • Info@SarasotaTaxCollector.com		

January 2017 return filed **LATE** (postmarked February 21, 2017 or later)

SARASOTA COUNTY TOURIST DEVELOPMENT TAX RETURN		<i><b>SUBMIT WITH PAYMENT</b></i>	
TAX COLLECTED DURING	<u>Jan.</u> <small>MONTH</small>	<u>2017</u> <small>YEAR</small>	Note: Return is delinquent if not postmarked by the 20 <sup>th</sup> of the month following the reporting period.
ACCOUNT#	<u>1 2 3 4</u>		
RENTAL LOCATION	<i>9876 First Street Sarasota, FL 34230</i>		
	<i>Any Hotel 4567 Main Street Sarasota, FL 34230</i>		
SIGNATURE REQUIRED	_____		
		<b>AMOUNTS COLLECTED</b>	
	1. Gross Rental Receipts	10,000.00	
	2. Exempt Rental Receipts		
	3. Taxable Rental Receipts	10,000.00	
	4. Total Tax Collected (5%)	500.00	
	5. Less - Collection Allowance 2.5% of tax collected		
	6. Plus Delinquent Penalty	50.00	
	7. Plus Delinquent Interest	Variable	
	<b>8. Total Amount Due</b>	<b>550.00 + interest</b>	
	MAKE CHECK PAYABLE TO: TAX COLLECTOR BARBARA FORD-COATES 101 S. Washington Blvd. • Sarasota, FL 34236-6993 • 941.861.8300, option 3 www.SarasotaTaxCollector.com • Info@SarasotaTaxCollector.com		