

**SARASOTA COUNTY TAX COLLECTOR BARBARA FORD-COATES**  
 101 S. Washington Blvd., Sarasota, FL 34236-6993 | 941.861.8300, option 3  
 Registration for Consolidated Tourist Development Tax

1. Business/Owner's Name		10. Date Property First Rented	
2. Contact Person		11. Federal Employer ID Number (FEI)	
3. Mailing Address		12. State Sale Tax Number _____ (Obtain from Department of Revenue – 941-343.0201 www.floridarevenue.com)	
City	State	13. Your Sarasota County Business Tax Receipt Number	
4. Telephone Number (    )	5. Fax Number (    )	14. Business Tax Receipt Renewals: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more information	
6. E-mail/Website			
7. Type of Business Organization (Check One) <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Professional Association <input type="checkbox"/> Individual <input type="checkbox"/> Other _____		15. Zip code of the rentals? (See instructions below)	
8. Type of rentals you will be filing for: (Check all that apply) <input type="checkbox"/> Hotel <input type="checkbox"/> Motel <input type="checkbox"/> Condominium <input type="checkbox"/> Apartment/Villa <input type="checkbox"/> Mobile Home <input type="checkbox"/> Residential Home <input type="checkbox"/> Other _____		9. # of rental units you handle of each type: _____ _____ _____ _____ _____ _____	
		Signature	
		Print Name	
		Date	

**Instructions for Completing Registration**

1. **Business/Owner's Name**-Enter name of the property management company or owner name if an individual property owner.
2. **Contact Person**-Enter name of the person responsible for this account. Phone calls, correspondence will be directed to this individual.
3. **Mailing Address**-Enter address for all mailings from this office - this includes notices, correspondence and return forms.
4. **Telephone Number**-Enter telephone number, including area code.
5. **Fax Number**-Enter fax number, including area code.
6. **E-mail/Website**-Enter the e-mail address of the contact person, or the website of the business, if available.
7. **Type of Business Organization**-Check one box that best describes the entity named in item 1.
8. **Type of rentals**-Check all the boxes that best describe the rental facilities you will be handling.
9. **# of rental units you handle of each type**-Enter the total # of rental units, for each type, that you handle. For instance, if your property management company has 22 condominiums and 14 residential houses available to rent (regardless of how many are actually rented), check condo box 4 with 22 on the blank line and check box Residential Home with 14 on the blank line.
10. **Date Property First Rented** – Enter date property was first rented.
11. **Federal Employer ID Number (FEI)** -Enter the business FEI Number.
12. **State Sales Tax Number**-Enter the number issued by the Department of Revenue for reporting the 7% state sales tax. ★
13. **Business Tax Receipt Number**-If the business requires a county business tax receipt, enter the receipt number.
14. **Business Tax Renewals**-Property available for rent for less than 1 month is required to have a business tax receipt. As a service to your customer, we can establish a procedure that will allow you to renew their receipts. Please contact this office for further information.
15. **Zip Code of rentals**-In order to track, as closely as we can, where tourist taxes are being collected, please indicate if a majority of your rental properties are located in a single zip code. Note that it does not have to be all rentals, but it should be more than half. If, for instance, 30% of your rentals are located in 34242, 40% in 34228 and 30% in 34236, indicate NO zip code.

★ 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.

*All tourist development information is confidential pursuant to Section 213.053 F.S. and is not subject to Florida Public Records Law, Section 119.07 F.S. However, where required by law, this information may be shared with specific government entities.  
 Possible Loss of Homestead Exemption (HX): If you benefit from the Homestead Exemption and are considering renting all or a portion of your property, you risk losing the exemption. Contact the Sarasota County Property Appraiser at 941.861.8200 for more information.*