

TOURIST DEVELOPMENT TAX RETURN

SANTA ROSA COUNTY, FLORIDA

For the Period: _____, 20_____

Business Name: _____
_____Rental(s) Location: _____

No. of Taxable Units This Location: _____

Name (Print) _____ Title _____

Signature _____ Date _____

Signature of Preparer _____ Date _____
(if Other Than Dealer)**PLEASE SIGN AND RETURN**

Tax No. _____ - _____ - _____

Collection Report

1.	Gross Rental Receipts ...	_____ - _____
2.	Exempt Rental Receipts... (_____ - _____)	_____ - _____
3.	Taxable Rental Receipts...	_____ - _____
4.	Total Taxes Collected	_____ - _____
5.	Adjustments	_____ - _____
6.	Total Taxes Due	_____ - _____
7.	Less: Collection Allowance (_____ - _____)	_____ - _____
8.	Plus: Penalty.....	_____ - _____
9.	Plus: Interest	_____ - _____
10.	Total Remittance Due	_____ - _____

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SANTA ROSA COUNTY, FLORIDA

For the Period: _____, 20_____

Business Name: _____
_____Rental(s) Location: _____

No. of Taxable Units This Location: _____

Name (Print) _____ Title _____

Signature _____ Date _____

Signature of Preparer _____ Date _____
(if Other Than Dealer)**FOR YOUR FILE**

Tax No. _____ - _____ - _____

Collection Report

1.	Gross Rental Receipts ...	_____ - _____
2.	Exempt Rental Receipts... (_____ - _____)	_____ - _____
3.	Taxable Rental Receipts...	_____ - _____
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6.	Total Taxes Due	_____ - _____
7.	Less: Collection Allowance (_____ - _____)	_____ - _____
8.	Plus: Penalty.....	_____ - _____
9.	Plus: Interest	_____ - _____
10.	Total Remittance Due	_____ - _____

INSTRUCTIONS – SANTA ROSA COUNTY, FLORIDA TOURIST DEVELOPMENT TAX RETURN:

- A. Complete ALL information blanks - including Tax No., Period, Name, address, units, etc.
- B. Report Collections and Compute Amounts, by Line Number, as follows:
1. Enter total of all rental payments received this period.
 2. Enter any payments for rentals exempted by Statute.
 3. Subtract Line 2 from Line 1 and Enter Result.
 4. Enter amount of taxes collected at time of receipt of rental payments.
 5. If applicable, enter any dealer adjustments under (over) payments.
 6. Enter total of Line 4 and 5.
 7. If paid on or before the 20th of the following month, take 2.5% of the first \$1,200 of Line 6. Enter result, to be retained as your commission.
 8. If paid after the 20th, enter 10% of Line 6 for each month delinquent. In no such case enter less than \$5.00 or more than 50% of Line 6. This is a late fee penalty.
 9. If paid after the 20th, Enter 1% of Line 6 for each month the payment is delinquent. This is a mandatory interest charge on late payments.
 10. Add Line 6, minus Line 7, plus Lines 8 and 9, Enter Resulting amount, due and payable.
- C. Detach form at perforation and mail with payment to:
Santa Rosa County
Tourist Tax
P.O. Box 472
Milton, FL 32572
- D. Your return must be filed each month in a timely manner even though NO tax is due; otherwise, the minimum \$5.00 penalty will be imposed.
- E. In those cases where the 20th day falls on Saturday, Sunday, or a Federal, State, or County legal holiday, returns shall be accepted as timely filed if postmarked or delivered to the County Comptroller on the next succeeding workday.

NOTE: Your signature certifies your return to be true and complete to the best of your knowledge and belief. You must sign the return.