

**Santa Rosa County, Florida  
Tourist Development Tax Return**

For the Period \_\_\_\_\_, 20\_\_

Business Name: \_\_\_\_\_

Rental(s) Location: \_\_\_\_\_

Name (Print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Preparer \_\_\_\_\_ Date \_\_\_\_\_  
(If other than owner)

**Please Sign and Return**

**Excise Account #** \_\_\_\_\_

**Collection Report**

Number of Nights Rented \_\_\_\_\_

- 1. Gross Rental Receipts ..... \$ \_\_\_\_\_
- 2. Exempt Rental Receipts ..... (\$ \_\_\_\_\_)
- 3. Taxable Rental Receipts ..... \$ \_\_\_\_\_
- 4. Total Taxes Due ..... \$ \_\_\_\_\_
- 5. Adjustments ..... \$ \_\_\_\_\_
- 6. Total Taxes Due ..... \$ \_\_\_\_\_
- 7. Plus: Penalty ..... \$ \_\_\_\_\_
- 8. Plus: Interest ..... \$ \_\_\_\_\_
- 9. **Total Remittance Due ..... \$ \_\_\_\_\_**

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Rental(s) Location: \_\_\_\_\_

Name (Print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Preparer \_\_\_\_\_ Date \_\_\_\_\_  
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**INSTRUCTIONS - SANTA ROSA COUNTY, FLORIDA TOURIST DEVELOPMENT TAX RETURN: 1**

A. Complete All information blanks - including Tax No., Period, Name, Address, number of nights rented, 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. Multiply line 3 by 5%.
- 5. If applicable, enter any dealer adjustments under (over) payments.
- 6. Enter total of Line 4 and 5.
- 7. If **paid** after the 20th, enter 10% of Line 6 for each month delinquent. In no such case enter less than \$50.00 or more than 50% of Line 6. This is a late fee penalty.
- 8. If paid after the 20th, enter 1 % of Line 6 for each month payment is delinquent. This is a mandatory interest charge on late payments.
- 9. Add Line 6, 7 and 8, Enter Resulting amount, due and payable.

C. Detach form at perforation and mail with payment to:

Santa Rosa County Tourist Tax Office  
6495 Caroline St., Suite B  
Milton, FL 32570

D. Your return must be filed each month in a timely manner even though NO tax is due; otherwise, the minimum \$50.00 penalty will be imposed. 1

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.**