



PATSY HEFFNER, CFC OSCEOLA COUNTY TAX COLLECTOR

2501 E. Irlo Bronson Memorial Hwy. • P.O. Box 422105 • Kissimmee, Florida 34742-2105
Phone 407-742-4000 • Fax 407-742-4000
www.osceolataxcollector.org

Instructions for Completing a Tourist Development Tax Application

Each short term rental unit must have a Tourist Development Tax account. Contact the Tax Collector's Office, phone 407-742-4000, with questions. Please follow the instructions below:

The Tourist Tax Application must be completed for each rental unit, even if there is an existing account number.

******* Return the application with a \$5.00 check and a copy of a Power of Attorney. *******

Enter the following information:

State of Florida Sales Tax Number - The account number the Sales Tax is paid under, or enter "Applied"
Business Name – The Owner's Last Name and the word "Rental".
Contact Person, Phone No., Fax No., Email Address - Information of the person submitting the tax returns.
Management Co. - Name Of Management Company managing the property.
Mailing Address for Return Forms - The mailing address for return forms.
Enter the Management Company name and Tourist Development Tax account number of the Management Company.

Check the appropriate tax remittance box.

- Box 1 - If **all** tax is remitted under a management company umbrella (multi location) account (for all bookings by owner & management company)
- Box 2 - If Management Company remits tax on their bookings under their umbrella account **AND** owner remits by separate coupon for owner bookings
- Box 3 - If Management Company files individual returns for the owner (for all bookings by owner & management company)
- Box 4 - If the owner remits tax on all bookings. Management Company is local contact only.

Rental Property Address- Street address of rental property.

Owner's Legal Name, their correspondence address, owner's phone number, email address, Social Security Number or Federal Tax Identification Number .

Rental Start Date- Date the management company started managing the property or the date the unit was available to be rented.

Provide bank information for the *owner*.

Check appropriate reporting frequency, new accounts must check 'monthly'.

Sign and date the application.

If the person signing the application is not the owner of the unit, attach a copy of the Power of Attorney.

Submit the application with a check for \$5.00 payable to 'Patsy Heffner, Tax Collector'.

The Tourist Development Tax application is available on our website www.osceolataxcollector.org , in PDF format, for your convenience. You may enter the information on the form and print the application to be submitted to our office.

If the application is submitted by a Management Company, and if all taxes are reported under an umbrella account, we will create the account and indicate that tax is reported under your umbrella account. You will receive a receipt for the application fee with the owner's tourist tax account number on it. Update your Schedule A with the tourist tax account number.

St. Cloud Branch Office
1300 9th Street Ste. 101B
St. Cloud, Florida 34769

Buenaventura Lakes Branch Office
2539 Boggy Creek Road
Kissimmee, Florida 34744

Poinciana Branch Office
2924 Pleasant Hill Road
Kissimmee, Florida 34746