



# BRUCE VICKERS, CFC, CFBTO, ELC.

## ★ Osceola County Tax Collector ★

2501 E. Irlo Bronson Memorial Hwy. / P.O. Box 422105 / Kissimmee, Florida 34742-2105

Phone 407-742-4000 / Fax 407-742-4008

[www.osceolataxcollector.org](http://www.osceolataxcollector.org)

Each unit managed or rented by you must have a Tourist Development Tax account and a Business Tax Receipt, you must submit a completed application for each, *even if they were previously registered*. Should you have any questions please contact the Tax Collector's Office, phone 407-742-4000.

### Please Follow These Specific Instructions for completing a Tourist Tax Application are:

State of Florida Sales Tax Number - The account number the Sales Tax is paid under or "Applied For"  
Business Name - "Owner's Last Name" Rental

Contact Person, Phone No., Fax No., E-mail Address - Information of person doing tax returns.

Management Co. - Name Of Management Company managing property

Mailing Address for Return Forms - The mailing address for return forms

Check the appropriate tax remittance box (located in the middle of the application)

If **all** tax is remitted under an umbrella (multi location) account enter account name and number OR if management company remits tax by individual tax returns.

Rental Property Address - Street address of rental property

Owner's Legal Name, their correspondence address, owners phone number, email address, Social Security No. or Federal Tax Identification No.

Rental Start Date- Date your management company started managing the property.

Check appropriate reporting frequency

Sign and date the application; **return the application with the \$5 application fee.**

If all taxes are reported under an umbrella account, we will create the account and indicate the money is reported under your umbrella account. You will receive a receipt for the five dollar app fee with the owner's tourist tax account number on it. Update your Schedule A with the tourist tax account number.

### Specific instructions for completing an Application for a Short Term Occupational License: A copy of the Receipt for Hotel License must accompany the application.

1. or 2. Business Name - Name of Management Company
3. Business Location - Address of rental property
4. Business Mailing Address - The mailing address for the management company
5. Business Phone No. - Phone number of management company
6. Owner's S/S or Federal Identification Number - Owner of rental property's Social Security or Federal Tax Id No. Must have a number to submit the application.
7. Florida Sales Tax Number -The account number the Sales Tax is paid under or "Applied"
8. Type of Business - Short term rental
9. Owner's Name, Phone No., Mailing Address: Owner of rental property information

Check the appropriate rental property information.

Sign and date the application. Return the application with a copy of the current Hotel License. You may contact the Tax Collector's Office 407-742-4000 for the fee amount or you can use our website [www.osceolataxcollector.org](http://www.osceolataxcollector.org) to search by address for the outstanding amount.

### When you terminate management of a rental property

Notify the Tourist Tax/Business Tax Department in writing, using the form provided on our website, printed on your letter head. Completely provide all of the information requested on the form and fax or e-mail back to our office **within 10 days of cancellation**. The Tourist Tax account and Business Tax Receipt will be updated. Please remember to remove the rental unit from your Schedule A.

#### St. Cloud Branch Office

1300 9th Street / Ste. 101B

St. Cloud, Florida 34769

#### Buenaventura Lakes Branch Office

2595 Simpson Road

Kissimmee, Florida 34744

#### Poinciana Branch Office

2924 Pleasant Hill Road

Kissimmee, Florida 34746