



## 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](http://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](http://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 9<sup>th</sup> Street Ste. 101B  
St. Cloud, Florida 34769

Buenaventura Lakes Branch Office  
2539 Boggy Creek Rd.  
Kissimmee, Florida 34744

Poinciana Branch Office  
875 Towne Center Dr.  
Kissimmee, Florida 34759