



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 407-742-4009
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 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
2539 Boggy Creek Rd.
Kissimmee, Florida 34744

Poinciana Branch Office
2924 Pleasant Hill Road
Kissimmee, Florida 34746