

CHARLOTTE COUNTY TAX COLLECTOR

VICKIE L POTTS

18500 Murdock Circle - Port Charlotte FL 33948

(941) 743-1910 & (941) 743-1911

Registration for Consolidated Tourist Development Tax Account

1. Business/Owner Name		For OFFICE USE ONLY	
2. Contact Person		10. Federal Employer ID Number (FEI)	
3. Mailing Address		11. Social Security Number (SSN)	
City	State	Zip	12. State Sales Tax Number
4. Telephone Number		5. Fax Number	
6. E-mail/Internet Address		13. Your County Occupational License Number	
7. Business Organization Circle One		14. Tangible Personal Property Account Number	
Corporation Partnership Trust Professional Associaton Individual Other _____		15. Do you handle the renewal of Occupational Licenses for the properties you manage? Yes No	
8. *Circle the type		9. # of units you handle of each type	
Hotel _____		Print Name _____	
Apart _____		Signature _____	
Camp _____		Date _____	
Mobile _____			
Condo _____			
Home _____			
Other _____			
*all that apply			

Instructions for Completing Consolidated Registration

- 1 Business/Owner's Name - Enter the name of the property management company or owner name, if an individual property owner.
- 2 Contact Person - Enter the name of the person who will be responsible for this account. Phone calls and correspondence will be directed to this individual.
- 3 Mailing Address - Enter address for all mailings from this office - this includes notices, correspondence, and return forms.
- 4 Telephone Number - Enter telephone number, including area code.
- 5 Fax Number - Enter fax number, including the area code.
- 6 E-mail/Internet Address - Enter the E-mail address of the contact person, or the Internet URL of the business, if available.
- 7 Type of Business - Circle one that best describes the entity named in item #1.
- 8 Type of Rentals - Circle all that best describes the rental facilities you will be handling.
- 9 # of rentals you handle of each type - Enter the total # of rentals units, for each type, that you handle. For instance, if your property management company has 22 condominiums and 14 residential houses available (regardless of how many you actually rented) circle condo and put 22 on the blank line. Also circle home and put 14 on the corresponding blank line.
- 10 Federal Employer ID Number (FEI) - Enter the business FEI number. If there is none, leave blank.
- 11 Social Security Number (SSN) - Enter the individual or primary owners SSN.
- 12 State Sales Tax Number - Enter sales tax number issued by the Department of Revenue for reporting the 7% state sales tax. If application to the State has been made but no number received, please enter applied for and notify the Tax Collector's Office as soon as it is received.
- 13 Occupational License Number - Owners are to obtain an occupational license and enter this number here.
- 14 Tangible Personal Property Account Number - Enter the account number from the tangible personal tax bill.
- 15 Occupational License Renewals - Circle the correct response as to whether you acquire the Occupational License for the property owners of each unit managed.