

# CHARLOTTE COUNTY TOURIST DEVELOPMENT TAX RETURN

## LOCAL OPTION TAX RETURN

TAX PERIOD: Month \_\_\_\_ Year \_\_\_\_

DUE BY THE 20TH OF THE NEXT MONTH:

ACCOUNT # \_\_\_\_\_

### SEE BELOW FOR INSTRUCTIONS

RENTAL LOCATION:

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1. Gross Rental Receipts	
2. Exempt Rental Receipts	
3. Taxable Rental Receipts	
4. Total Tax Collected (5%)	
5. Less-Collection Allowance	
6. Plus Delinquent Penalty	
7. Plus Delinquent Interest	
<b>8. Total Amount Due</b>	

**MAKE CHECK PAYABLE TO: VICKIE L. POTTS, TAX COLLECTOR**  
18500 MURDOCK CIR  
PORT CHARLOTTE, FL 33948  
**(941) 743- 1911 or 743-1910**  
[www.cctaxcol.com](http://www.cctaxcol.com)

SIGNATURE REQUIRED \_\_\_\_\_

Customer Copy

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Please complete this return and mail with your payment postmarked by the 20<sup>th</sup> of the month following the month the tax was collected.

**THIS RETURN IS SUBJECT TO AUDIT BY THE CHARLOTTE COUNTY CLERK OF COURT**

### INSTRUCTIONS TO COMPLETE RETURN

1. GROSS RENTAL RECEIPTS: Enter the total amount of rental dollars for the reporting period.
  2. EXEMPT RENTAL RECEIPTS: Enter any exempt rentals authorized by Florida law.
  3. TAXABLE RENTAL RECEIPTS: Enter amount of taxable rental dollars [line 1 minus (-) line 2]
  4. TOTAL TAX COLLECTED: Enter the total Tourist Development Tax collected.
  5. LESS – COLLECTION ALLOWANCE: Enter 2.5% of the first \$1,200 in the taxes due (line 4) if this return is Postmarked by the date indicated on the front of this return but not more than \$ 30.00
  6. PENALTY: If delinquent, enter 10% of the amount of line 4 for each month of delinquency with a minimum of \$50.00 per month.
  7. INTEREST: Delinquent interest rate varies. Please call 941-743-1911 or 941-743-1910 for instructions.
  8. TOTAL AMOUNT DUE: Enter total amount due with return [line 4 minus (-) line 5 or plus (+) line 6 and line7]
- \*If you have any questions or need help filling out this form, do not hesitate to call 941-743-1911.

**NOTE: THIS RETURN MUST BE SIGNED BY THE PERSON COMPLETING THE FORM.**

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