

CHARLOTTE COUNTY TAX COLLECTOR VICKIE L POTTS

18500 Murdock Circle - Port Charlotte FL 33948
941-743-1350

Registration for Tourist Development Tax Account

1. Owner's Name		Account No. (Office Use Only)	
2. Mailing Address		11. Address of Actual Rental Unit#	
City	State	Zip	City State Zip
3. Telephone Number		4. Fax Number	
		12. Rental Unit Telephone number	
5. Business Name (if applicable)		13. Business Tax Receipt Number	
6. Federal Employer ID Number (if applicable)		14. Tangible Personal Property Number	
7. Business Organization Circle One	Corporation Partnership Trust Professional Associaton Individual Other _____		15. State Sales Tax Number
8. Circle Type	9. Name of Facility	10. #of Units	16. Real Property Number
Hotel	_____	_____	
Motel	_____	_____	17. E-mail Address:*
Camp	_____	_____	Print Name _____
Mobile	_____	_____	Signature _____
Condo	_____	_____	Date _____
Home	_____	_____	
Apart	_____	_____	

Instructions for Completing Individual Registration

- 1 **Owner's Name** - Enter the name of the property owner(individual, partner or corporate name, whichever is applicable)
- 2 **Mailing Address** - Enter address for all mailings from this office - this includes notices, correspondence, and return forms.
- 3 **Telephone Number** - Enter telephone number, including area code, of the property owner.
- 4 **Fax Number** - Enter fax number, including the area code, of the property owner.
- 5 **Business Name** - Enter the name of the business (eg. Hotel name, apartment building name, etc.).
- 6 **Federal Employer ID Number** - Enter the business FEI number. If there is none, leave blank.
- 7 **Type of Business** - Circle one that best describes the entity named in item #1.
- 8 **Type of Facility** - Circle the one that best describes the rental facility.
- 9 **Name of Facility** - Enter the name of the complex (i.e. the name that is on the sign out front).
- 10 **Number of Units** - Enter the number of units that this application covers (do not include the other units at the facility that do not belong to this owner).
- 11 **Rental Location** - Enter actual street address,city, state and zip code of the property being rented.
- 12 **Rental Unit Telephone Number** - If the unit has a phone, enter the phone number.
- 13 **Business Tax Receipt** - Owners are to obtain an Business Tax Receipt number and enter this number here.
- 14 **Tangible Personal Property Number** - Enter the account number from the tangible personal property return or tax bill.
- 15 **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.
- 16 **Real Property Number** - Enter account number from real property tax bill.
- 17 **E-mail Address**- We must have an e-mail address on file if you want an on-line tax account.