



## BRUCE VICKERS, CFC, CFBTO, ELC.

★ Osceola County Tax Collector ★

2501 E. Irlo Bronson Memorial Hwy. / P.O. Box 422105 / Kissimmee, Florida 34742-2105

Phone 407-742-4000 / Fax 407-742-4008

[www.osceolataxcollector.org](http://www.osceolataxcollector.org)

TO: New Tourist Tax Applicants

FROM: Osceola County Tax Office, Tourist Tax Department

RE: Return Forms and Payment

Enclosed is a supply of returns and envelopes to remit Tourist Development Tax to the Osceola County Tax Collector. You must use the provided forms to ensure confidentiality and prompt posting to the correct account. Please use the tourist tax account number, at the top right corner of your return form, when corresponding with the Osceola County Tax Collector, Tourist Development Tax Department.

Please refer to the attached calculation instruction insert for assistance in completing your returns. **All return forms must be signed, dated and postmarked no later than the 20<sup>th</sup> of the month following the tax collection, even if no tax is due.** Late returns will receive a minimum \$50.00 penalty.

Example of Monthly reporting frequency: Money received in January and must be reported on the January return form and postmarked on or before February 20<sup>th</sup>. If you did not receive any gross rentals in January, you must submit a Nil return by February 20<sup>th</sup>.

All payments must be made with checks or money orders drawn off a United States Bank, made payable in U.S. dollars to Patsy Heffner, Tax Collector. Tourist Tax payments cannot be combined with any other payments sent to the tax office. You must send separate checks. Do not post date checks. The check date should be in Month, Day, and Year format. Post dated checks will be returned. Sign the check on the right side. Your Tourist Tax account number, should you need to reference it, is the number on the top right corner of the return. **Your Tourist Tax account number is no more than five (5) digits long.**

Please verify that the information on the return form is correct. Note any corrections on the return form.

Each property manager or multi-location taxpayer must file a supplemental return (Schedule A) with their tax return. This is a requirement of Osceola County Rule TDT 97-1.

If you have any other questions regarding this information, please contact the Osceola County Tax Collector's office at (407)742-4000.

**St. Cloud Branch Office**

1300 9th Street / Ste. 101B

St. Cloud, Florida 34769

**Buenaventura Lakes Branch Office**

2595 Simpson Road

Kissimmee, Florida 34744

**Poinciana Branch Office**

2924 Pleasant Hill Road

Kissimmee, Florida 34746

# Instructions for Calculating Osceola County Tourist Development Tax

1. Gross Rental Receipts- Total of Money Collected for All Rental Units, Excluding the 7% State of Florida Sales Tax and the 6% Osceola County Tourist Development Tax.
2. Exempt Rental Receipts- Total of Money Collected for Units Rented For a Period of Six Months or More. Total Money Collected for Units Rented to Parties Showing Proof That They Are Exempt From All Local and State Taxes.
3. Taxable Rental Receipts- Gross Rental Receipts (Line 1) minus Exempt Rental Receipts (Line 2).
4. Total Tax Collected - Tax Rate is 6% July 1, 2004 to Current Date. Multiply (X) Line 3 by 6% (.06).
5. Adjustments- plus (+) or minus (-) Corrections Previously Approved by TDC Auditor. Call (407) 343-2763 for approval.
6. Tax Due- Total Tax Collected (Line 4) plus (+) or minus Adjustments (Line 5).
7. Less Collection Allowance- Take Allowance If Return Is Postmarked By 20th of Month Due. 2.5% (.025) of Tax Due (Line 6)  
**\*\*\*\*\*Collection Allowance Cannot Be More than \$30.00\*\*\*\*\***
8. Plus Penalty- Returns Postmarked after the 20th of Month Due Receive a Penalty of 10% of Tax Due (Line 6) or \$50.00, whichever is greater. Penalty will not be less than \$50.00.  
**\*\*\*\*\* Late Nill Returns Receive a \$50.00 Penalty \*\*\*\*\***
9. Plus Interest-  
 For Returns or Payments Due on or Before December 31, 1999, the Interest Rate Is 12% per Annum, with a Daily Factor of .000328767.

The Floating Rate of Interest For Under Payments & Late Payments of Tax Due After December 31, 1999 are:

Interest Period	Interest Rate	Daily Factor
01/01/05 - 06/30/05	8 percent	.000219178
07/01/05 - 12/31/05	9 percent	.000246575
01/01/06 - 06/30/06	10 percent	.000273973
07/01/06 - 12/31/06	11 percent	.000301370
01/01/07 - 12/31/07	12 percent	.000328767
01/01/08 - 06/30/08	12 percent	.000327869
07/01/08 - 12/31/08	11 percent	.000300546
01/01/09 - 06/30/09	9 percent	.000246575
07/01/09 - 12/31/09	8 percent	.000219178
01/01/10 - 12/31/10	7 percent	.000191781
01/01/11 - 06/30/11	7 percent	.000191781

Example for Interest Period 07/01/07 - 12/31/07:

Calculator must Be Set for Floating Decimal.  
 Multiply Total Tax Due (Line 6) by .000328767  
 Equals (=) One Days Interest. Multiply One Days Interest by  
 Number of Days from Due Date to Date Remittance Is Postmarked,  
 Equals (=) Interest Due.

10. Current Period Due- Total Tax Due (Line 6) minus (-) Collection Allowance or If Delinquent, Total Tax Due (Line 6) plus Penalty (Line 8) plus Interest (Line 9).
11. Previous Outstanding Credits- You Will Be Notified by mail from Tax Collector's Office of Any Credits.
12. Application Fee- a Five Dollar Fee Due at Time of Application.
13. Insufficient Check Fee- You Will Receive a Notice from the County Tourist Tax Audit Dept of Amount Due.
14. Total Amount Due- Current Period Due (Line 10) plus Line 11,12,13