



**SAM C. STEELE, CFC**

Constitutional Tax Collector  
Monroe County, Florida

**INSTRUCTIONS FOR COMPLETING TOURIST DEVELOPMENT TAX RETURN**

1. **GROSS RENTAL RECEIPTS:** Enter the total dollar amount of short-term rentals (six months or less).
2. **EXEMPT RENTAL RECEIPTS:** Enter the dollar amount of any rentals covered by State and/or Federal Certificates of Exemption.
3. **TAXABLE RENTAL RECEIPTS:** Enter the dollar amount of taxable rental receipts (Line 1 minus Line 2).
4. **TOTAL TAX:** Enter total Tourist Development Tax collected (5% of Line 3).
5. **PENALTY:** After the 20th day following the reporting period, enter 10% of the amount on Line 4, but in no case shall the penalty be less than \$50.00.
6. **INTEREST:** After the 20th day following the reporting period, contact (305) 295-5058 for the current interest rate.
7. **TOTAL AMOUNT DUE:** Enter the amount from Line 4. If delinquent, add Lines 4, 5, and 6 together, then enter the total on Line 7.

REPORTING PERIOD: \_\_\_\_\_

TOURIST TAX ACCOUNT # \_\_\_\_\_

REPORTING FREQUENCY: \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

SALES TAX # \_\_\_\_\_

RENTAL TYPE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

TOTAL UNITS: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

**MAKE CHECKS PAYABLE TO:**

**SAM C. STEELE, CFC  
MONROE COUNTY TAX COLLECTOR  
P.O. BOX 1129  
KEY WEST, FL 33041-1129**

|                             |  |
|-----------------------------|--|
| 1. Gross Rental Receipts:   |  |
| 2. Exempt Rental Receipts:  |  |
| 3. Taxable Rental Receipts: |  |
| 4. Total Tax 5%             |  |
| 5. Plus Penalty:            |  |
| 6. Plus Interest:           |  |
| 7. Total Amount Due:        |  |

Your account will be delinquent if you fail to file and pay on or before the 20th day of each month following collection. If your account is delinquent, penalty and interest may be imposed as described above. Tax returns MUST be filed monthly, unless you are authorized to file less frequently, even when there is no rental activity. Notice: If your account is habitually delinquent, which is defined as more than two late filings within a 12 month period, our enforcement action to collect the amount due may include, without delay or additional notice, placing a lien on the property of your business and/or freezing your bank account(s) pursuant to Sections 212.03(5), 212.04(7), 212.14(1), 212.15(4) and 213.731, Florida Statutes.

**THIS RETURN IS SUBJECT TO AUDIT BY THE MONROE COUNTY TAX COLLECTOR**

SIGNATURE: \_\_\_\_\_

**Terms:** I warrant the truthfulness of the information provided on this document.

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.