



**INSTRUCTIONS FOR COMPLETING 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. COLLECTION ALLOWANCE: It is 2.5% (.025) of the first \$1200.00 of tax due from line 4, not to exceed \$30.00. After the 20th day following the reporting period, there is no entitlement to a collection allowance, and penalty & interest will apply.
6. 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.
7. INTEREST: After the 20th day following the reporting period, contact (727) 464-7777 for the current interest rate.
8. TOTAL AMOUNT DUE: Line 4, less line 5. If late, add line 4, 6, 7 (line 5 will be zero).

**PINELLAS COUNTY TOURIST DEVELOPMENT TAX RETURN  
YOUR COPY**

REPORTING PERIOD  
Delq. After  
TD TAX NO.  
PHYSICAL LOCATION

<b>MAKE CHECK PAYABLE TO:</b>
DIANE NELSON, CFC
PINELLAS COUNTY TAX COLLECTOR
P.O. BOX 2943
CLEARWATER FL 33757-2943

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

TOTAL UNITS  
TELEPHONE NO.  
MAILING ADDRESS

**YOUR COPY**

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 in 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 Florida Statutes, Sections: 212.0305 (3) (j), 212.14 (1), 212.15 (4), 213.73 (3), and 213.731.

THIS RETURN IS SUBJECT TO AUDIT BY THE PINELLAS COUNTY TAX COLLECTOR.

**PINELLAS COUNTY TOURIST DEVELOPMENT TAX RETURN  
Detach and return this PART**

REPORTING PERIOD  
Delq. After  
TD TAX NO.  
PHYSICAL LOCATION

<b>MAKE CHECK PAYABLE TO:</b>
DIANE NELSON, CFC
PINELLAS COUNTY TAX COLLECTOR
P.O. BOX 2943
CLEARWATER FL 33757-2943

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4. Total Tax 5%	
5 Less - Collection Allowance	
6. Plus Penalty:	
7. Plus Interest:	
8. Total Amount Due:	

TOTAL UNITS  
TELEPHONE NO.  
MAILING ADDRESS

SIGNATURE \_\_\_\_\_