

# Monroe County Tourist Development Tax Return

## 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. PENALTY: If delinquent, enter 10% of the total tax due (line 4) if not more than 30 days late. The penalty will include an additional 10% for each additional 30 day period, but will not exceed 50% of the total tax due for each period. In no case shall the penalty be less than \$50.00.
6. INTEREST: If delinquent, contact 305-295-5000 for the current variable rate.
7. TOTAL AMOUNT DUE: Line 4, less line 5. If late, add line 4, 6, 7 (line 5 will be zero).

Reporting Period: \_\_\_\_\_

Reporting Frequency: \_\_\_\_\_

Sales Tax No.: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Rental Type: \_\_\_\_\_

Total Units: \_\_\_\_\_

1. Gross Rental Receipts:	
2. Exempt Rentals:	
3. Taxable Rentals (line 1 less line 2):	
4. Total Tax 5%:	
5. Plus - Penalty:	
6. Plus – Interest:	
7. Total Amount Due:	

Tear off and submit bottom portion with check

# Monroe County Tourist Development Tax Return

Reporting Period: \_\_\_\_\_

Account # \_\_\_\_\_

Reporting Frequency: \_\_\_\_\_

Sales Tax No.: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Rental Type: \_\_\_\_\_

Total Units: \_\_\_\_\_

1. Gross Rental Receipts:	
2. Exempt Rentals:	
3. Taxable Rentals (line 1 less line 2):	
4. Total Tax 5%:	
5. Plus – Penalty:	
6. Plus – Interest:	
7. Total Amount Due:	

Make checks payable to: Monroe County Tax Collector  
P.O. Box 1129  
Key West, FL. 33041-1129

Signature \_\_\_\_\_

Terms:

I warrant the truthfulness of the information provided in this application.

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