

**ORANGE COUNTY, FLORIDA  
TOURIST DEVELOPMENT TAX  
REGISTRATION FORM INSTRUCTIONS**

**GENERAL INFORMATION**

Please download the registration form, complete all required information, print and sign form, and mail to:

Accounts Receivable, Orange County Comptroller, P O Box 4958, Orlando FL 32802-4958

**USER INFORMATION**

- a. The information in this section pertains to the person or company responsible for collecting and remitting the tourist development tax for the rental property.
- b. The primary contact is the individual who should be contacted with questions regarding your account.
- c. This mailing address will be the primary address for all correspondence.
- d. All items that are **BOLD** are required.

Please note: If you have an existing userid and would like to add an additional rental property, please provide the userid and the rental property information and owner information only.

**RENTAL PROPERTY INFORMATION**

- a. The information in this section pertains to the actual rental property.
- b. The first rental date should be the date of your first short term rental. This will be the first reporting period you are required to file a tax return.
- c. The property address is the street address for the rental property. A post office box is not acceptable.
- d. All items that are **BOLD** are required.

**OWNER INFORMATION**

- a. The information in this section pertains to the individual/company that owns the rental property.  
If you are a property management company that will be submitting one combined return for all of their managed properties, the owner information should be for the property management company.
- b. Enter your Federal Employer Identification (FEI) number. If you do not have a FEI number, please enter your social security number.
- c. Enter the number you have been issued by the Department of Revenue. If you have not received it yet, enter "applied for."
- d. All items that are **BOLD** are required.

**FILING INFORMATION**

- a. This form is used for all registration requests and changes so please select the appropriate reason for submitting the form.
- b. Only one reason should be selected. If "other" is selected, please provide description.

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REGISTRATION FORM

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USER INFORMATION	
<i>(The information in this section pertains to the person or company responsible for collecting and remitting tourist development taxes.)</i>	
<b>INDIVIDUAL/COMPANY NAME</b>	
PRIMARY CONTACT	
<b>PHONE</b>	
ALTERNATE PHONE	
FAX	
<b>EMAIL</b>	
<b>MAILING ADDRESS LINE 1</b>	
<b>MAILING ADDRESS LINE 2</b>	
<b>CITY</b>	
<b>STATE</b>	
<b>ZIP</b>	
<b>COUNTRY</b>	
<i>(This will be the primary address for all correspondence regarding your tourist development tax account.)</i>	

RENTAL PROPERTY INFORMATION	
<i>(The information in this section pertains to the actual rental property.)</i>	
<b>BUSINESS/RENTAL PROPERTY NAME</b>	
<b>FIRST RENTAL DATE</b>	
<i>(Enter the beginning rental date. This will be the first reporting period you are required to file a tax return.)</i>	
PARCEL ID	
<b>NUMBER OF UNITS</b>	
<b>PROPERTY ADDRESS LINE 1</b>	
<b>PROPERTY ADDRESS LINE 2</b>	
<b>CITY</b>	
<b>ZIP</b>	
<i>(Enter the street address for the rental property. A post office box is not an acceptable address.)</i>	
<b>PHONE</b>	
<b>TYPE OF RENTAL (SELECT ONE)</b>	<input checked="" type="checkbox"/> <i>(Used to identify the type of short term rental property you are registering.)</i>
APARTMENT	<input type="checkbox"/>
CONDOTEL	<input type="checkbox"/>
HOTEL/MOTEL	<input type="checkbox"/>
SINGLE FAMILY RESIDENCE	<input type="checkbox"/>
TIME SHARE	<input type="checkbox"/>
OTHER (DESCRIBE BELOW)	<input type="checkbox"/>

<b>OWNER INFORMATION</b>	
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<i>(The information in this section pertains to the individual/company that owns the rental property. If you are a property management company that will be submitting one return for multiple managed properties, the owner information should be for the property management company.)</i>	
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<b>INDIVIDUAL/COMPANY NAME</b>	
<b>MAILING ADDRESS LINE 1</b>	
<b>MAILING ADDRESS LINE 2</b>	
<b>CITY</b>	
<b>STATE</b>	
<b>ZIP</b>	
<b>COUNTRY</b>	
<b>PHONE</b>	
<b>ALTERNATE PHONE</b>	
<b>FAX</b>	
<b>EMAIL</b>	
<b>FEI NO. OR SS NO.</b>	

<i>(Enter your Federal Employer Identification (FEI) number. If you do not have a FEI number, enter your Social Security (SS) number.)</i>	
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<b>STATE SALES TAX NO.</b>	
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<i>(Enter the number you have been issued by the Department of Revenue or if you have not received it yet, enter "applied for.")</i>	
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<b>TYPE OF BUSINESS (SELECT ONE)</b>	<b>X</b>	<i>(Check the box pertaining to either the owner of the rental property or property mgmt co.)</i>
INDIVIDUAL		
CORPORATION		
PARTNERSHIP		
TRUST		
GOVERNMENT		
PROF ASSOCIATION		

<b>FILING INFORMATION (SELECT ONE)</b>	<b>X</b>	<i>(Check the box that describes the reason for completing the registration form.)</i>
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NEW APPLICATION		
USER INFORMATION CHANGE		
OWNER INFORMATION CHANGE		
ADD ADDITIONAL RENTAL PROPERTY		(Check <b>only</b> if you are adding to an existing User Name/Account.)
DELETE RENTAL PROPERTY		(Check <b>only</b> if you are deleting from an existing User Name/Account.)
OTHER (DESCRIBE BELOW)		

<b>APPLICANT'S NAME (PRINTED)</b>	
<b>APPLICANT'S SIGNATURE</b>	
<b>DATE</b>	