

Flagler County Tax Collector Tourist Development Application



Tourist Development Tax Department

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Bunnell, FL 32110

EFFECTIVE JULY 1, 2018

Your LBTR number is required in all advertisement(s) of rental properties.

Per County Ordinance number 2018-10, Section 19-53(c), each Dealer and / or owner shall be required to have a local business tax receipt (LBTR). The LBTR business number shall be the identifier for the payment of any Tourism taxes owed. Such LBTR business number shall be included on all remittance reports, checks, and shall be required to be clearly shown as part of all marketing and advertisements for the property to include printed, electronic and other methods. To not do so shall be considered a violation of this ordinance.



SUZANNE JOHNSTON, C.F.C.

Flagler County Tax Collector

1769 E. Moody Blvd, Bldg. 2, Ste 102 / P.O. Box 846 / Bunnell, FL 32110
Phone: 386-313-4160 / Fax: 386-313-4169
www.flaglertax.com

Application for Flagler County Tourist Development Tax Account

Account Information: Please Type or Print

Contact Name of person remitting tax
Billing Address
City State Zip
Telephone Number Fax Number
Email Address
Business Name - if applicable
Social Security Number / FEIN
State of Florida Sales Tax Identification Number
Rental Start Date

Bank Information

Bank Name:
Routing #:
Account #:

*Bank Information is required. This information is only used if the account becomes delinquent and a levy is filed pursuant to F.S. Chapters 212 & 213.

Reporting Frequency:

- Monthly - If the property is rented every month and Sales Tax collected annually is more than \$1,000.00, returns must be filed monthly by the 20th day of the month following collections.
Quarterly - If Sales Tax collected annually is less than \$1,000.00, quarterly returns may be filed.
Seasonal - If the property is only rented for specific months each year, ex: January-April, Special Events, etc., seasonal returns may be filed.

Rental Property Information

Owner Name(s)
Address
Unit Number or Suite Number
City State Zip
*Please check local zoning and/or HOA requirements before renting to make sure the parcel is zoned for short term rentals.

Type of Rental Unit(s): Check only one

- Single Family House
Condominium
Hotel / Motel
Townhouse
Mobile Home
Manufactured
Multi Family 10+ units
Duplex
Cooperative
RV / Campground

Number of Units
Real Estate Parcel Number
Flagler County Local Business Tax Number

Signature of Owner/Agent: Date:

Bunnell /Main Office
Palm Coast Branch Office
Flagler Beach Branch Office

Submit Completed Forms to:
PO Box 896
Bunnell, FL 32110

FLAGLER COUNTY TAX COLLECTOR
ATTN: TOURIST DEVELOPMENT TAX DEPARTMENT
P.O. BOX 896 • BUNNELL, FL 32110
(386) 313-4166 or (386) 313-4165 • Fax (386) 313-4169
www.flaglertax.com

Application for Collective Registration
for Short-term Rental of Living or Sleeping Accommodations

PURPOSE OF APPLICATION: This application allows an agent, representative, or management company to register multiple, separately owned properties located in Flagler County for the purpose of collecting Tourist/Convention Development tax on short-term rentals of living or sleeping accommodations. The accommodations must be properties for which the agent collects taxable rent on each owner's behalf.

SHORT-TERM RENTAL: Renting, leasing, letting, or granting licenses to others to use living or sleeping accommodations for periods of six months or less.

WRITTEN AGREEMENT REQUIRED: The agent must maintain on file a written agreement with the property owner to register on the owner's behalf. A suggested format of the written agreement is attached.

PROPERTY OWNER INFORMATION: Because the property owner is ultimately responsible for the tax collected, all information about the property owner is required. The agent may attach a schedule instead of completing the Individual Property Location Information sections. The schedule must contain the same information as is required on this application.

Agent/Representative/Management Company Tourist/Convention
Development Tax Registration Information

Name of Agent, Representative or Management Company		Four Digit County #
Mailing Address Zip Code	City	State
Name of Contact Person	Signature of Agent	Date
Contact Person's Telephone Number	Agent's Name Printed or Typed	

Individual Property Location Information

Name of Property Owner	Property owner's SSN or FEIN	Beginning Date of Management Agreement
Street Address of Property Zip Code	City	State
Condo/Motel/Hotel/Campground/ Etc. Name (If Applicable)	Rental Type (See Below)	
Property Owner's Mailing Address Zip Code	City State	Owner's Telephone Number

TAX COLLECTOR OFFICE USE ONLY

Account #: _____
Processed By: _____ Date Processed: _____

Bunnell /Main Office
1769 E Moody Blvd, Bldg. 2, Ste 102
Bunnell, FL 32110

Palm Coast Branch Office
7 Old Kings Road N, Ste 12
Palm Coast, FL 32137

Flagler Beach Branch Office
2525 Moody Blvd
Flagler Beach, FL 32136

Name of Agent, Representative or Management Company	Four Digit County #
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Individual Property Location Information

Name of Property Owner	Property owner's SSN or FEIN	Beginning Date of Management Agreement
Street Address of Property Zip Code	City	State
Condo/Motel/Hotel/Campground/ Etc. Name (If Applicable)	Rental Type (See Below)	
Property Owner's Mailing Address Zip Code	City	State Owner's Telephone Number

Individual Property Location Information

Name of Property Owner	Property owner's SSN or FEIN	Beginning Date of Management Agreement
Street Address of Property Zip Code	City	State
Condo/Motel/Hotel/Campground/ Etc. Name (If Applicable)	Rental Type (See Below)	
Property Owner's Mailing Address Zip Code	City	State Owner's Telephone Number

Individual Property Location Information

Name of Property Owner	Property owner's SSN or FEIN	Beginning Date of Management Agreement
Street Address of Property Zip Code	City	State
Condo/Motel/Hotel/Campground/ Etc. Name (If Applicable)	Rental Type (See Below)	
Property Owner's Mailing Address Zip Code	City	State Owner's Telephone Number

Individual Property Location Information

Name of Property Owner	Property owner's SSN or FEIN	Beginning Date of Management Agreement
Street Address of Property Zip Code	City	State
Condo/Motel/Hotel/Campground/ Etc. Name (If Applicable)	Rental Type (See Below)	
Property Owner's Mailing Address Zip Code	City	State Owner's Telephone Number

WRITTEN AGREEMENT REQUIRED:

The agent must maintain on file a written agreement with the property owner to register on the owner’s behalf. A suggested format of the written agreement is attached.

Suggested format for rental property written agreement:

I, _____ (Name of Property or Time-Share Period Owner), hereby authorize _____ (Name of Agent, Representative, or Management Company) to act as my agent to rent, lease, let, or grant a license to others to use my described property (properties) or time-share period (periods) located at, _____ and to register to charge, collect, and remit tourist/convention development tax levied under Chapter 212, Florida Statutes (F.S.), to the County of Flagler. I acknowledge that, by renting, leasing, letting, or offering a license to others to use any transient accommodations, as defined in Rule 12A-1.061, Florida Administrative Code (F.A.C.), I am exercising a taxable privilege under Chapter 212, F.S., and as such acknowledge that I am ultimately liable for any tourist/convention development tax due the County of Flagler on such rentals, leases, lets, or licenses to use. I fully understand that should the Flagler County Tax Collector be unable to collect any taxes, penalties, and interest due from the rental, lease, let, or license to use my property, a warrant for such uncollected amount will be issued and becomes a lien against my property until satisfied.

Signature of Property Owner/Lessor

Signature of Agent, Representative, or Management Company

EFFECTIVE JULY 1, 2018

**Your Local Business Tax Receipt
number is required in all
advertisement(s) of rental properties.**

Per County Ordinance number 2018-10, Section 19-53(c), each Dealer and / or owner shall be required to have a local business tax receipt (LBTR). The LBTR business number shall be the identifier for the payment of any Tourism taxes owed. Such LBTR business number shall be included on all remittance reports, checks, and shall be required to be clearly shown as part of all marketing and advertisements for the property to include printed, electronic and other methods. To not do so shall be considered a violation of this ordinance.

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1769 E Moody Blvd, Bldg. 2, Ste 102
Bunnell, FL 32110

Palm Coast Branch Office
7 Old Kings Road N, Ste 12
Palm Coast, FL 32137

Flagler Beach Branch Office
2525 Moody Blvd
Flagler Beach, FL 32136

PAYING SALES TAX AND TOURIST DEVELOPMENT TAX ON YOUR RENTAL PROPERTY

FLAGLER COUNTY ORDINANCE 2018-10:

FLAGLER COUNTY TAX COLLECTOR'S OFFICE WILL BEGIN COLLECTING TOURIST DEVELOPMENT TAX ON BEHALF OF FLAGLER COUNTY, FOR THE JULY 2018 COLLECTION PERIOD.

Complete a Tourist Development Tax Application with Tax Collector

- Paper applications available
- Online application effective August 1, 2018
- You will be notified with online reporting instructions from the Tax Collector's Office, along with your account number.

Tourist Development Tax (5%) collected by Tax Collector's Office

- Due 1st of each month, must pay by the 20th to avoid penalty and interest
- Website: www.flaglertax.com

State Sales Tax (7%) collected by Department Of Revenue

- Due 1st of each month, must pay by the 20th to avoid penalty and interest

KEEP THIS PAGE FOR YOUR RECORDS

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