

# Collier County Tourist Development Tax Return

3291 E. Tamiami Trail Naples, Florida 34112-5758

(239) 252-8829 Fax (239) 793-5595

www.colliertax.com

touristtax@colliertax.com

Your return and payment are due on the 1st and late if not received or postmarked by the 20th day of the month following each reporting period, even if no tax is due. This return is subject to audit.

1. Gross Rental Receipts: Enter the total amount of rentals for the collection period.
2. Less - Exempt Receipts: Enter any rentals exempt from the Tourist Tax. (Must provide a copy of Florida Exemption Certificate)
3. Total Taxable Receipts: Enter the amount of taxable rentals (line 1 minus (-) line 2).
4. Total Tax Collected: Enter the total of Tourist Tax collected, 5% of taxable receipts.
5. Adjustments: Over/under tax payments (Must confirm with Tourist Tax Office staff: 239-252-8829).
6. Total Tax Due: Enter the total of Line 4, (plus (+) or minus (-) Line 5).
7. COLLECTION ALLOWANCE: ONLY AVAILABLE WITH ONLINE REPORTING/PAYMENTS (TOURIST EXPRESS)
8. Plus Penalty: Must contact the Tourist Tax Office staff: 239-252-8829
9. Current Period Due: Enter the total due with return, (Add line 6 and line 8).
10. Grand Total Amount Due: Enter the total due with the return.

Sign and date your return. Unsigned or incomplete tax returns may be subject to a penalty and returned. Also, write your account number on your check made payable to "Collier County Tax Collector" for the Grand Total Amount Due. Mail the bottom section of the return with your payment to Collier County Tax Collector, Attention Tourist Tax, 3291 E. Tamiami Trail, Naples, FL 34112-5758. For questions, call: (239) 252-8829.

## Filing Frequency & Collection Period

**Monthly:** Are due by the 20th of the month following the month the tax was collected (ex. The January Return is due by February 20, etc...)

**Quarterly:** The December collection period is due January 20 (period covering October 1- December 31). The March collection period is due April 20 (period covering January 1 - March 31). The June collection period is due July 20 (period covering April 1 - June 30). The September collection period is due October 20 (period covering July 1 - September 30).

**Semi-Annual:** The March collection period is due April 20 (period covering October - March) and the September collection period is due October 20 (period covering April - September).

**Winter Seasonal:** Covers rentals from October - March, the collection period would be March and the return is due by April 20.

Account Number		Collection Period			Filing Frequency	
1. Gross Rental Receipts:						
2. Less Exempt Receipts:						
3. Total Taxable Receipts:						
4. Total Tax Collected: 5%						
5. Adjustments:						
6. Total Tax Due						
7. Less Collection Allowance: <span style="background-color: yellow;">PaymentExpress Returns Only</span>						
8. Plus Penalty:						
9. Current Period Due						
10. Grand Total Amount Due:						

**Customer Copy**

*Larry H. Ray*

Collier County Tax Collector

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Account Number		Collection Period			Filing Frequency	
1. Gross Rental Receipts:						
2. Less Exempt Receipts:						
3. Total Taxable Receipts:						
4. Total Tax Collected: 5%						
5. Adjustments:						
6. Total Tax Due						
7. Less Collection Allowance: <span style="background-color: yellow;">PaymentExpress Returns Only</span>						
8. Plus Penalty:						
9. Current Period Due						
10. Grand Total Amount Due:						

*Larry H. Ray*

Collier County Tax Collector

Signature: \_\_\_\_\_

Date: \_\_\_\_\_