

Walton County Clerk of Courts and County Comptroller

Tourist Development Tax

REGISTRATION FORM – PROPERTY MANAGER



Business Legal Name:		Business DBA:	
Username:	Must be 4-15 characters w/ both letters & #'s	Rental Ad #:	Ex: VRBO, HomeAway, etc. (Please specify)
Business Federal EIN:		Business Sales Tax Certificate #:	
Type of Business:	_____ Corporation _____ Partnership _____ LLC _____ Other: _____	Mailing Address:	_____ Street Address _____ City State Zip Country
Primary Contact Name:		Website:	
Phone:	(____) ____ - _____ Primary (____) ____ - _____ Alt.	Email:	
Property Registrations:	In accordance with FL Administrative Code 12A-1.060(3)(e), management companies in Walton Co. are required to register all rental units they are representing. Please complete page 2 (attaching additional copies as necessary) OR email your current property list via our Import Property Spreadsheet (found on www.touristtax.com/walton) to register your properties.	Declaration:	A) Please note that any person who is required to collect, truthfully account for, & pay any tax that willfully fails to do so shall be liable for penalties under the provisions of FL Statute (FS) 213.29. B) All information provided by the applicant is confidential per FS 213.053 & is not subject to FL Public Records Law, FS 119.07. C) By providing an email address above, you consent to electronic communication, reporting, & filing. D) Under penalty of perjury, I declare that I have read the foregoing Document, & the facts stated are true.
Date Rentals Began:	_____	Agent Address:	_____ Street Address _____ City State Zip Country
Using Tax Reporting Agent (CPA, bookkeeper, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No Send all correspondence to Agent? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, Agent Name: _____		Signature:	
Agent Phone:	(____) ____ - _____ Primary (____) ____ - _____ Alt.	Date:	
Agent Email:			

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Complete Property Address (ex: 5555 W Co Hwy 30A Unit 100)	Bedroom Count	Parcel ID #		Please disclose the current property manager's 3 year annual rental income summary below:
Owner's Name	Date of 1st Rental	Rental Ad ID # (ex: VRBO, please specify)		
Owner's Mailing Address	Owner's City	Owner's State	Owner's Zip	
Owner's Email	Owner's Phone #	Owner FEIN/SSN or Prop. FL DOR Certif. #		
Complete Property Address (ex: 5555 W Co Hwy 30A Unit 100)	Bedroom Count	Parcel ID #		Please disclose the current property manager's 3 year annual rental income summary below:
Owner's Name	Date of 1st Rental	Rental Ad ID # (ex: VRBO, please specify)		
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Complete Property Address (ex: 5555 W Co Hwy 30A Unit 100)	Bedroom Count	Parcel ID #		Please disclose the current property manager's 3 year annual rental income summary below:
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Owner's Email	Owner's Phone #	Owner FEIN/SSN or Prop. FL DOR Certif. #		

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REGISTRATION FORM – PROP. MGR. INSTRUCTIONS



- 1) **Business Legal Name & Business DBA:** Please provide the legal name of your business. If the business has a legal name that is different from the “doing business as” name, this must be disclosed.
- 2) **Username:** You get to set your own username within the following parameters: 4-15 characters with at least 1 number. Your temporary password will be sent in your New Account Email from our system to the primary contact email address provided on the application.
- 3) **Business Federal EIN:** The business’s Federal ID # is required and kept strictly confidential per FL Statute 213.053.
- 4) **Business Sales Tax Certificate #:** Each business must be registered with the FL DOR for state sales tax purposes in the county where the rental property is located. For Walton Co. rental property, the certificate # should begin with “76”. If your business is not located in Walton Co. or if you have rental property in other FL counties, please make sure that your DOR registration is accurate. If you have not yet received the certificate # from the FL DOR, please indicate “Applied for” in that field & email us the certificate # once received. For further information, please contact the FL DOR at 850-872-4165 or visit www.myflorida.com/dor.
- 5) **Type of Business:** Please select the option that most closely represents your business structure. If “Other”, please specify the type of business.
- 6) **Mailing Address, Primary Contact Name, Website, Phone, & Email:** Please provide this business information & specific contact information for the individual who will primarily be responsible for communicating with our taxing office. Providing your website & online advertising URL’s assists in ensuring compliance of all transient rental providers.
- 7) **Property Registrations:** Please note that individual property registration by unit is required. FL Administrative Code 12A-1.060(3)(e) requires a form DR-1C to be completed to register individual properties with the FL DOR. The parcel ID # can be found by searching the property or owner on the Walton Co. Property Appraiser’s website at www.waltonpa.com. Walton Co. requires either the owner’s FEIN/SSN or the property’s FL Sales Tax Certificate # obtained from the submission of the form DR-1C. Rental history disclosure is required only for the period of time you were managing the property, when applicable. Please provide the date rentals began under your management.
- 8) **Tax Reporting Agent & Contact Info:** Per FL Statute 213.053, taxpayer information is held strictly confidential. If you desire to designate anyone other than the owner to communicate with this office concerning the rentals & taxes, please complete these sections.

RETURN TO: Walton County Clerk of Courts and County Comptroller

Attn: Tourist Development Tax
31 Coastal Centre Blvd., Suite 500
Santa Rosa Beach, FL 32459

Phone: 850-267-2040

Fax: 850-267-1335

E-mail: touristdevelopmenttax@waltonclerk.com