



INSTRUCTIONS FOR COMPLETING TOURIST DEVELOPMENT TAX RETURN

1. GROSS RENTAL RECEIPTS: Enter the total dollar amount of short term rentals (including rent, cleaning fee, pet fee, and any mandatory fees) for 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 the total Tourist Development Tax collected – 5% of line 3.
5. PENALTY: After the 20th day following the reporting period, contact (239) 533-2190 for penalty rate.
6. INTEREST: After the 20th day following the reporting period, contact (239) 533-2190 for the current interest rate.
7. (LESS PRIOR CREDIT): If applicable
8. TOTAL AMOUNT DUE: If paid timely, remit amount shown on line 4 (Total Tax 5%). If Late: Add lines 4 (Total Tax 5%) 5 (Penalty) & 6 (Interest). Line 7 (Less Prior Credit) if applicable.

**LEE COUNTY CLERK OF COURTS TOURIST DEVELOPMENT TAX RETURN
TAXPAYER COPY**

REPORTING PERIOD:

Tourist Tax ID:

Rental Property Address:

Telephone #:

Mailing Address:

MAKE CHECK PAYABLE TO: Lee County Board of County Commissioners	1. Gross Rental Receipts:	
	2. Exempt Rental Receipts:	
MAIL REMITTANCE TO: Lee County Clerk of Courts	3. Taxable Rental Receipts:	
	4. Total Tax 5%:	
Inspector General Department	5. Penalty:	
P.O. Box 2257 Attn: Tourist Tax	6. Interest:	
Fort Myers, FL 33902-2257	7. Less Prior Credit:	
	8. Total Amount Due:	

TAXPAYER COPY

Your account will be delinquent if you fail to file and pay on or before the 20th day of each month following collection. If your account is delinquent, penalty and interest may be imposed as described above. Tax returns MUST be filed monthly, unless you are authorized to file less frequently, even when there is no rental activity. Notice: If your account is habitually delinquent, which is defined as more than two late filings in a 12 month period, our Enforcement action to collect the amount due may include, without delay or additional notice, placing a lien on the property of your business and/or freezing your bank account(s) pursuant to Florida Statutes, Sections: 212.03(5), 212.04(7), 212.14(1), 212.15(4) and 213.731.

THIS RETURN IS SUBJECT TO AUDIT BY THE LEE COUNTY CLERK OF COURTS.

**LEE COUNTY CLERK OF COURTS TOURIST DEVELOPMENT TAX RETURN
DETACH AND RETURN WITH PAYMENT**

REPORTING PERIOD:

Tourist Tax ID:

Rental Property Address:

Telephone #:

Mailing Address:

MAKE CHECK PAYABLE TO: Lee County Board of County Commissioners	1. Gross Rental Receipts:	
	2. Exempt Rental Receipts:	
MAIL REMITTANCE TO: Lee County Clerk of Courts	3. Taxable Rental Receipts:	
	4. Total Tax 5%:	
Inspector General Department	5. Penalty:	
P.O. Box 2257 Attn: Tourist Tax	6. Interest:	
Fort Myers, FL 33902-2257	7. Less Prior Credit:	
	8. Total Amount Due:	

Signature:

Print Name:

Date:

IMPORTANT: Payment must be in the form of a Check or Money Order and include the following: Nine (9) digit routing number, payable in US dollars and drawn on a US Bank.