



Escambia County Clerk of Court & Comptroller Tourist Development Tax Division

Presentation to
Property Management Companies
September 18-19, 2012

Introduction to
Excise
Online Tourist Development Tax System



Introduction and Purpose of Meeting

- The Escambia County Clerk of Court & Comptroller's Finance office processes all Tourist Development Tax (TDT) returns – commonly referred to as “bed” tax
- TDT - levied on all transient rental accommodation revenues collected by hotels, motels, condominiums, camp ground sites, apartment units or other temporary living quarters.
 - Temporary status = 6 months or less
 - Greater than 6 months must be evidenced by a written agreement stating the term of the rent period to be considered exempt from TDT.
 - Other exemptions may apply based upon the statutorily mandated exemption rules; e.g. agencies that have a State of Florida Sales Tax exemption certificate, federal government, military orders.
 - Method of payment is an important criteria for exemption.
 - The current tax rate in Escambia County is 4%.
- Introduction to the new *Excise* tourist development tax system:
 - Web application for reporting returns online and paying electronically.

Clerk of Circuit Court & Comptroller's Home Page

www.escambiaclerk.com

September 13, 2012		Search <input type="text"/>		Quick links: Home Overview News Public Records Contact Us Employment Opportunities	
		Escambia County Florida Clerk of the Circuit Court and Comptroller Ernie Lee Magaha			
Clerk of the Circuit Court & Comptroller		Home			
Court Services		Recent News and Announcements			
Finance/County Services		09/07/2012 Position Opening: Operations Supervisor 			
Recording Services		09/06/2012 Attention Taxpayers: If you wish to appeal the Property Appraiser's assessed value of your property, the deadline to file Form DR-486, Petition to the Value Adjustment Board Request for Hearing, is 5:00 p.m. Monday, September 10, 2012. Petitions filed AFTER the deadline must include a statement of the reason(s) for the late filing and any documentation to support such statement. If Counsel to the Value Adjustment Board determines there is just cause for the late filing, the Petition will be processed and a hearing will be scheduled. Petitions are filed with the Clerk of the Circuit Court and Comptroller, Clerk to the Board's Office, 221 Palafox Place, Suite 130, Pensacola, Florida.			
Online Public Records		08/09/2012 E-Filing Update: Clerk receives 509 E-Filings in July.			
E-Filing		08/09/2012 The Florida Bar has approved 2.50 Hours of CLE Credit for the Escambia E-Filing Training. 			
Board Minutes		08/09/2012 Please be advised that the Florida Courts ePortal (myflcourtagency.com) will be unavailable due to scheduled maintenance from Friday, August 17 at 6:00 PM EDT until Monday, August 20 at 6:00 AM EDT.			
Jury Duty		06/22/2012 Florida Supreme Court Administrative Order on E-Filing: SC11-399 IN RE: AMENDMENTS TO THE FLORIDA RULES OF CIVIL PROCEDURE, THE FLORIDA RULES OF JUDICIAL ADMINISTRATION, THE FLORIDA RULES OF CRIMINAL PROCEDURE, THE FLORIDA PROBATE RULES, THE FLORIDA SMALL CLAIMS RULES, THE FLORIDA RULES OF JUVENILE PROCEDURE, THE FLORIDA RULES OF APPELLATE PROCEDURE, AND THE FLORIDA FAMILY LAW RULES OF PROCEDURE— ELECTRONIC FILING			
Marriage Licenses		06/22/2012 Florida Supreme Court Administrative Order on E-Service: SC10-2101 IN RE: AMENDMENTS TO THE FLORIDA RULES OF JUDICIAL ADMINISTRATION, THE FLORIDA RULES OF CIVIL PROCEDURE, THE FLORIDA RULES OF CRIMINAL PROCEDURE, THE FLORIDA PROBATE RULES, THE FLORIDA RULES OF TRAFFIC COURT, THE FLORIDA SMALL CLAIMS RULES, THE FLORIDA RULES OF JUVENILE PROCEDURE, THE FLORIDA RULES OF APPELLATE PROCEDURE, AND THE FLORIDA FAMILY LAW RULES OF PROCEDURE—E-MAIL SERVICE RULE.			
Traffic Payments		06/15/2012 The West Florida Genealogical Society (WFGS) has published the Transcribed Marriage			
Passports					
News, Notices, and Announcements					
Contact Us					
Ernie Lee Magaha Clerk of the Circuit Court and Comptroller Escambia County, Florida					
Main Office 190 Governmental Center Pensacola, FL 32502 (map)					
Mailing Address P.O. Box 333					

Tourist Development Tax Link

September 13, 2012 Search Quick links: [Home](#) [Overview](#) [News](#) [Public Records](#) [Contact Us](#) [Employment Opportunities](#)



**Escambia County Florida
Clerk of the Circuit Court and Comptroller
Ernie Lee Magaha**



Clerk of the Circuit Court & Comptroller

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- [State of Florida Auditor General](#) 
- [Tourist Development Tax](#)
- [Value Adjustment Board](#)

Requests for Information

- [2012-001 Banking RFI](#) 
- [Banking Services Pricing Chart](#)

RELATED RESOURCES

County Government Law Resources

- [Constitution of the State of Florida - Article VIII : Local Government](#) 
- [Florida Statutes - Title XI : County Organization and Intergovernmental Relations](#) 

Escambia County Commissioner Resources

- [BCC Commissioner Meeting Calendar](#) 

Ernie Lee Magaha
Clerk of the Circuit Court and
Comptroller
Escambia County, Florida

Main Office
190 Governmental Center
Pensacola, FL 32502
[\(map\)](#)

Mailing Address
P.O. Box 333

Introduction to *Excise* Home Page

Escambia County - Tourist Development Tax - Windows Internet Explorer

http://clerk-ptgweb/excise/live/

File Edit View Favorites Tools Help

Logon Page Suggested Sites Report Manager Weather Web Slice Gallery

Excise The Online Tourist Development Tax System

Live Website

ESCAMBIA COUNTY FLORIDA

| Home | Contact Us | Login |

Welcome to the Escambia County Tourist Development Tax web application!

Through this site you have the ability to file your tax return on-line and easily view your account. [Click here for instructions on how to use the online Tourist Tax website.](#) The Taxpayer Guide is a pdf document. [Download Adobe Reader](#)

Already registered? [Click here to login.](#) Need an account? [Click here to register.](#)

Please note, if you already have a TDT account with Escambia County, you should have received a letter containing login information for Excise. If you did not receive this letter contact Escambia County at:

Escambia County Clerk of Courts
Tourist Development Tax
221 Palafox Place, Suite 140
Pensacola, FL 32502
Phone: (850) 595-4829
Fax: (850)-595-4823
Email: tdt@escambiaclerk.com

What is the Tourist Development Tax (TDT)?

The Tourist Development Tax (TDT) is a 4% tax on the total payment received for the rental or lease of living quarters and accommodations in a hotel, motel, rooming house, mobile home park, recreational vehicle park, condominium, apartment, multiple-unit structure, mobile home, trailer, single-family home, or any other sleeping accommodations that are rented for a period of six months or less.

By what authority are these guidelines issued?

The authorization to levy and administer TDT of up to six percent is stated in Section [125.0104](#), Florida Statutes, and in Chapter [212.03](#), Florida Statutes. Sales and Use Tax as stated in Florida Administrative codes [12A-1.061](#), further clarifies the taxable rental charge to include any applicable reservation deposit and prepayments. The owner of the transient accommodation is required to collect, or cause to be collected, and ensure the applicable taxes due are remitted to the proper taxing authority on the total consideration received for the room or rental, including any amounts separately stated as deposits or prepayments.

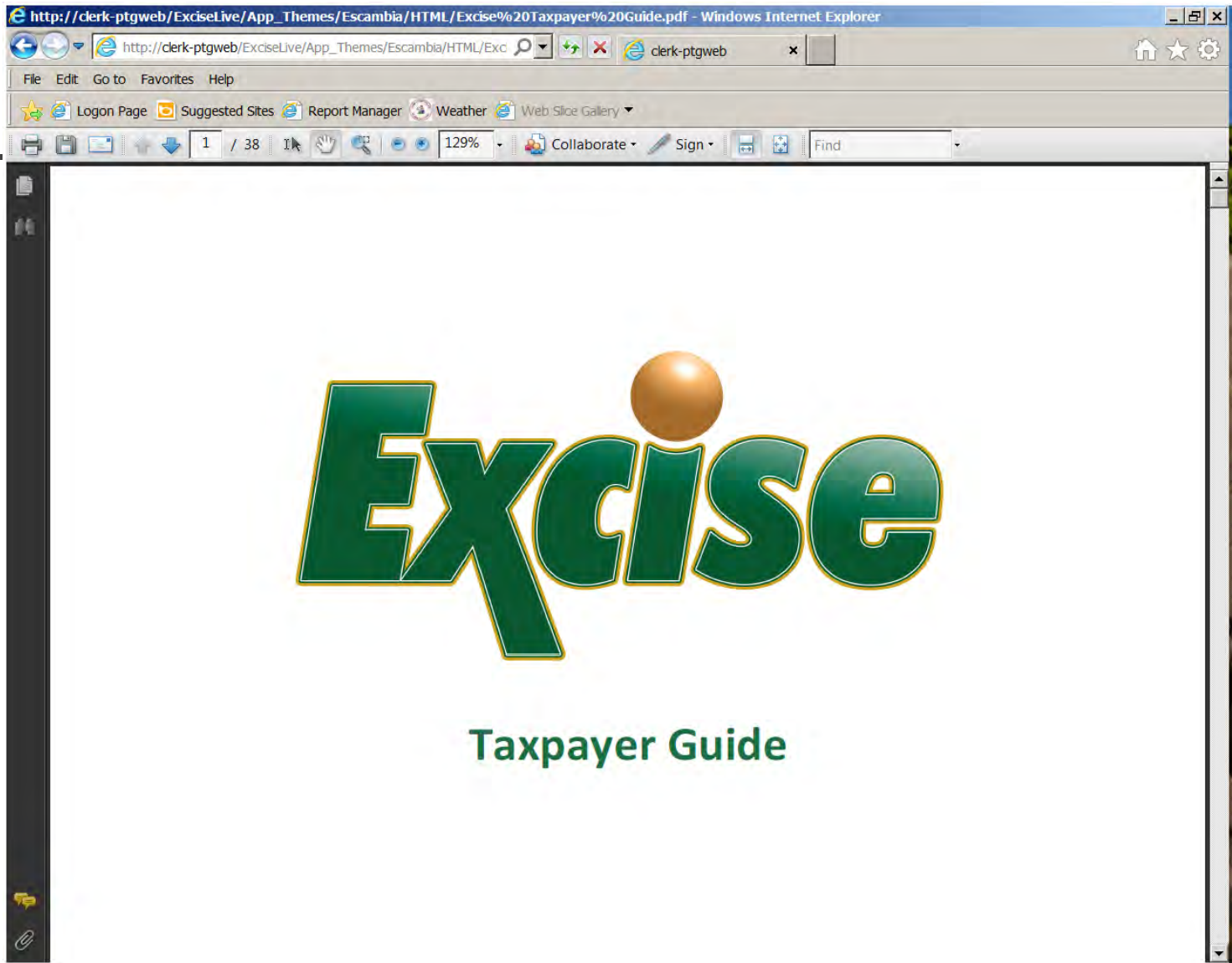
Escambia County Ordinances 1989-7 and 2000-22 collectively establish a levy for TDT of 4% on all short-term rental income. The person receiving the consideration for the lease or rental are required to register property located within Escambia County with the Escambia County Clerk of Courts Finance Department and collect and remit the tax monthly along with a completed TDT return. The State of Florida also requires registration of property engaged in short-term rental activity for Sales Tax purposes. You must contact the Florida Department of Revenue to acquire the necessary registration forms for sales tax purposes.



Excise Home Page

- Access to the Taxpayer Guide for instructions on how to use the online Tourist Tax website.
- If the taxpayer is already registered, the login link is available on the home page. Taxpayers will receive a login and password from our office.
- If the taxpayer needs to register, a link to the registration form is on the home page. Completed registration forms should be submitted to our office:
 - Escambia County Clerk of Court & Comptroller
 - Tourist Development Tax Section
 - 221 Palafox Place, Suite 140
 - Pensacola, FL 32502
 - Phone: (850) 595-4829
 - Email: tdt@escambiaclerk.com
- The Clerk's office will establish the account and set up the login.
- A listing of Frequently Asked Questions (FAQs) is also available on the *Excise* home page. Taxpayers are encouraged to review these questions and answers.

EXCISE – Taxpayer Guide available on EXCISE Home Page



Excise Home Page - Frequently Asked Questions

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The TDT is levied by the Escambia County Board of County Commissioners and is administered by the Escambia County Clerk of Court's Finance Office. Under the guidelines of Florida Statutes Chapter [125.0104\(3\)\(1\)](#), the revenue is to be used for the acquisition and operation of convention centers, sports stadiums and arenas, auditoriums and museums, promotion and/or advertisement of tourism and funding of tourist and convention bureaus and tourist information centers.

In order to begin remitting the TDT to the Escambia County Clerk of Court, it is necessary for you to fill out a registration form, which will provide us with the required information to set up your account. It is not necessary for you to have your Federal Employer Identification Number or sales tax account number at this time, although, you will need to provide this information as soon as it is available.

For further information or to obtain a TDT registration form, please [click here](#). (see exhibit B)

If you remit taxes for more than one property, please send a current list of units on your rental program by completing the [Import Property Spreadsheet](#) Email the completed form to us at tdt@escambiaclerk.com

Frequently Asked Questions



Registration of Taxpayers in *Excise*

- Assignment of User ID and Login – The Clerk’s office will establish all taxpayer accounts from the registration form and will assign account numbers, login and initial password for all accounts and user profiles.
- Adding and Deleting Sub Accounts – Property Management companies must notify the Clerk’s office to add new managed accounts or delete property accounts. This facilitates an accurate return reporting.
- Forms – Registration Form and Additions/Deletions Form—available to download from the Clerk’s website. Forms should be completed by registrant and e-mailed to tdt@escambiaclerk.com or mailed to 221 Palafox Place Suite 140, Pensacola, FL 32502.

Taxpayer Registration Form

ESCAMBIA COUNTY, FLORIDA TOURIST DEVELOPMENT TAX REGISTRATION FORM

1. RENTAL PROPERTY INFORMATION

(Attach List if Necessary)

BUSINESS NAME		
STREET ADDRESS INCLUDING UNIT NUMBER		
CITY	STATE	ZIP CODE
DATE RENTAL ACTIVITY BEGAN		
DATE PROPERTY PURCHASED		

2. OWNER INFORMATION

(Attach List if Necessary)

NAME		
ADDRESS		
CITY	STATE	ZIP CODE
TELEPHONE NUMBER ()		

3. MANAGER INFORMATION

(if Not Owner)

NAME		
ADDRESS		
CITY	STATE	ZIP CODE
TELEPHONE NUMBER ()		

4. TYPE OF BUSINESS ORGANIZATION

(Check one)

<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> PARTNERSHIP
<input type="checkbox"/> CORPORATION	<input type="checkbox"/> LLC
<input type="checkbox"/> OTHER	

5. TYPE OF RENTAL

<input type="checkbox"/> HOTEL/MOTEL	<input type="checkbox"/> MOBILE HOME PARK
<input type="checkbox"/> CONDOMINIUM	<input type="checkbox"/> TIME SHARE
<input type="checkbox"/> APARTMENT	<input type="checkbox"/> SINGLE FAMILY HOME
<input type="checkbox"/> CAMPGROUND	<input type="checkbox"/> OTHER
<input type="checkbox"/> ROOMING HOUSE	

6. NUMBER OF RENTAL UNITS

7. PRIOR USAGE DISCLOSURE

PERSONAL USE ONLY, NO INCOME DERIVED

PREVIOUSLY LONG-TERM RENTAL WITH QUALIFYING LEASE

PROPERTY MANAGED BY _____

PHONE # () _____

SELF MANAGED TRANSIENT RENTALS
(Please provide 3 Year Annual Summary of Transient Income; Monthly for Current Year)

8. FLORIDA STATE CERTIFICATE NUMBER

9. WHO SHOULD RECEIVE CORRESPONDENCE?

OWNER MANAGER

10. APPLICANT SIGNATURE TITLE/DATE

--	--

PRINT NAME _____

CONTACT Email ADDRESS: _____

Please print legibly the email address for contact purposes.

RETURN TO:


ESCAMBIA COUNTY CLERK OF COURT & COMPTROLLER
ATTN: TOURIST DEVELOPMENT TAX SECTION
221 PALAFOX PLACE, STE. 140
PENSACOLA, FL 32502
FAX (850) 595-4798
SCAN and Email: tdt@escambiaclerk.com

User Profile Screen

[\[View/Edit Stored Bank Account Information \]](#)

* - Denotes required field.

Login Information	
User Name: *	<input type="text" value="CMAHER123"/>
Password must be 6-15 characters, containing at least one digit and one alphabetic character, and must not contain special characters.	
For security reasons your old password is not visible. If you would like to change this password, please provide a new password below.	
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
Set role for this user: *	<input type="text" value="Taxpayer"/>

Contact Information 	
Type: *	<input checked="" type="radio"/> Owner/Individual Taxpayer (You own the property and need to file Tax Information) <input type="radio"/> Manager (You are a property management company or otherwise handle finances for another)
Name: *	<input type="text" value="MAHER CHERYL"/>
Primary Contact:	<input type="text"/>
Phone: *	<input type="text" value="850 595 1234"/>
Alternate Phone:	<input type="text"/>
Fax:	<input type="text"/>
EmailAddress:	<input type="text" value="CMAHER@ANYWHO.COM"/>
Mailing Address: *	<input type="text" value="123 APPLE STREET"/>
City: *	<input type="text" value="PENSACOLA"/>
State: *	<input type="text" value="FL"/>
Zip: *	<input type="text" value="32502"/>
Country:	<input type="text" value="USA"/>
Security Question: *	<input type="text" value="What is your favorite color?"/>
Security Answer: *	<input type="text" value="BLUE"/>
Login Active:	<input type="checkbox"/>
Correspondence:	<input type="checkbox"/> Send Email <input type="checkbox"/> Send by Mail

[View/Manage Sub Users](#)

Property Management Companies Unit Additions/Deletions Form

PROPERTY MANAGEMENT ADDITION / DELETION / CHANGE FORM

Tourist Development Tax ID Number _____

_____ Addition _____ Deletion _____ Change of Owner

_____ Unit Number at:

(Rental Property Address)

_____ Date of Addition

_____ Date of Deletion

_____ Date owner came on our management program:

*Owner's Name

*Address

*City, State and Zip

*Owner's Phone Number

_____ Owner sold property to:

Name of new owner

Address

City, State and Zip

Owners phone number

_____ Owner transferred property management to:

Name of property management company

_____ Owner is no longer renting this property.

_____ Owner is renting on his/her own.

I attest the above information is true and correct according to the knowledge given to me by the property owner.

*(Please be sure to fill in the owner's name and address).

Signature

Date: _____

Agency



Property Management Company TDT Reporting Requirement

- All property management companies will be required to report their returns by unit activity effective **October 1, 2012**.
- Payment may be sent on one check for all units reported on within the reporting period—payment must still be postmarked by the 20th of the month to be considered timely.
- Effective **October 1, 2012**, returns may be reported online and payment may be made online by electronic check only (at this time).
- In concurrence with Florida Department of Revenue's newest guidance: Effective **January 1, 2013**, the Collection Allowance will only be available for those taxpayers who report and pay on-line.

Example of Property Management Company Account View



The Online Tourist Development Tax System

Live Website



[Home](#) | [Contact Us](#) | [Help](#) | Welcome B11 HUDSON! | [Logout](#)

Tax Payers

- [View Account\(s\)](#)
- [Enter Payment](#)
- [Scheduled Payments](#)
- [Payment History](#)
- [Edit Profile](#)

[About SSL Certificates](#)

View Accounts - [B11 HUDSON](#)

View:

- Hide Inactive Returns

Number of Accounts: 1

B11 HUDSON - Account #1372

Account	Name	Property Address 1/1	Payment Frequency	Status	Balance Due
View	B11 HUDSON	██████████ PERDIDO KEY DR ██████████ ██████████	Monthly	Active Account	\$0.00

[View Payments Made By Management Companies](#)

Return Period	Due By	Due	Paid	Balance Due	Status
August 2012 R	9/20/2012	\$0.00	\$0.00	\$0.00	Pending
September 2012 R	10/22/2012	\$0.00	\$0.00	\$0.00	Pending

Best viewed in 1024x768 or higher resolution with Internet Explorer 7 (or higher) or Mozilla Firefox 2.0 (or higher).

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9/13/2012 11:11 AM EST - v1.16.0.10

Example of Property Management Company return reporting

- Tax Payers**
- [View Account\(s\)](#)
- [Enter Payment](#)
- [Scheduled Payments](#)
- [Payment History](#)
- [Edit Profile](#)

About SSL Certificates

Enter Tax Return 8/2012 : ACCT# [REDACTED]

Period:

Account #:

As Of Date: Due Date: 9/20/2012

Return Status: Pending Submit Date: N/A

Name: [REDACTED]

Description: [REDACTED]

Nights Sold	
A. Taxable Nights Sold:	<input type="text" value="20"/>
B. Tax Exempt Nights Sold:	<input type="text" value="3"/>

***** NOTE *****
 IF YOU ARE ENTERING A LARGE AMOUNT OF RETURN INFORMATION, OR AN AMOUNT OF DATA THAT MAY TAKE LONGER THAN 20 MINUTES. PLEASE CLICK THE "SUBMIT" BUTTON BELOW PERIODICALLY. THIS ACTION WILL SAVE YOUR DATA AND ALLOW YOU TO CONTINUE YOUR ENTRY.

[View/Modify Managed Accounts](#)

Acct#	Managed Account Name	Gross Receipts	Exempt Receipts
2093	[REDACTED]	<input type="text" value="1,000.00"/>	<input type="text" value="0.00"/>
2047	[REDACTED]	<input type="text" value="3,000.00"/>	<input type="text" value="1,000.00"/>
2092	[REDACTED]	<input type="text" value="500.00"/>	<input type="text" value="0.00"/>
2089	[REDACTED]	<input type="text" value="2,500.00"/>	<input type="text" value="500.00"/>
2087	[REDACTED]	<input type="text" value="3,000.00"/>	<input type="text" value="0.00"/>
2098	[REDACTED]	<input type="text" value="1,000.00"/>	<input type="text" value="0.00"/>
2048	[REDACTED]	<input type="text" value="1,000.00"/>	<input type="text" value="0.00"/>

Return Item	Calculated
1. Gross Rental Receipts:	<input type="text" value="12,000.00"/>
2. Exempt Rental Receipts:	<input type="text" value="1,500.00"/>
3. Taxable Rental Receipts:	<input type="text" value="10,500.00"/>
4. Total Tax 4% <input type="checkbox"/> Override	<input type="text" value="420.00"/>
5. Less - Collection Allowance:	<input type="text" value="10.50"/>
6. Plus Penalty:	<input type="text" value="0.00"/>
7. Plus Interest:	<input type="text" value="0.00"/>
Total Amount Due:	<input type="text" value="409.50"/>

Filing Return Information

Any late returns will incur a minimum penalty charge of \$50 and will be assessed interest, the rate for this month is 7%.

- Gross Rental Receipts: The total amount of rentals for the reporting period.
- Exempt Rental Receipts: Any rentals exempt from the tourist development tax.
- Taxable Rental Receipts: The amount of taxable rentals (line 1 minus (-) line 2).
- Total Tax: The total of local option tourist development tax collected. Please use Override check box if you collected more than the required percentage.
- Less - collection allowance: 2.5% of the first \$1,200.00 in taxes due (line 4) if this return is filed within 20 days from the last day of the reporting month. The maximum collection allowance is \$30.00.
- Plus Penalty: If delinquent (filed after the 20th day of the month following the reporting period), 10% of the amount of line

Example of Property Management Company return payment

- Tax Payers
- View Account(s)
- Enter Payment
- Scheduled Payments
- Payment History
- Edit Profile

Enter Payment - [Redacted]

[Redacted] - Account [Redacted] (Active Account)

Return Period	Due By	Due	Paid	Balance	Payment Amount
August 2012 R	9/20/2012	\$409.50	\$0.00	\$409.50	409.50

Please Select a Payment Option below.

Balance Due: \$409.50
Total Payment: \$409.50
Difference: \$0.00

2. Click Here to Schedule an Online Payment Now

You can pay online via ECheck by clicking this option.

3. Click Here to Print Mail in Form

Click the above link and select your browser's print option (usually under the file menu) and send the printout along with check to:
FINANCE TREASURY
Suite 140
221 Palafox Place
Pensacola, Florida 32502

Payment History Page Example

Payment History - As [REDACTED] OWNERS ASSOC

Page 1 of 1

Payment History - [REDACTED] OWNERS ASSOC Accounting Day: 8/23/2012

View Payments For:

Receipt #	Amount	Date	Status	Pay Type	Ref #	Image?
1098	\$1,739.76	8/8/2012	OK	CHECK	5569	N/A
Return Allocation	Account	Amount	Interest	Penalty	Tax	Fees
July 2012 R	67	\$1,739.77	\$0.00	\$0.00	\$1,739.77	\$0.00
736	\$29.72	7/19/2012	OK	CHECK	5549	N/A
Return Allocation	Account	Amount	Interest	Penalty	Tax	Fees
June 2012 R	67	\$29.73	\$0.00	\$0.00	\$29.73	\$0.00
575	\$2,329.36	7/10/2012	OK	CHECK	5538	N/A
Return Allocation	Account	Amount	Interest	Penalty	Tax	Fees
June 2012 R	67	\$2,329.36	\$0.00	\$0.00	\$2,329.36	\$0.00
2	\$535.17	5/24/2012	OK	CHECK	5501	N/A
Return Allocation	Account	Amount	Interest	Penalty	Tax	Fees
May 2012 R	67	\$535.17	\$0.00	\$0.00	\$535.17	\$0.00



Summary

- Introduction to *Excise* The Online Tourist Development Tax System
- Taxpayer registration performed through the Clerk's TDT Section via the new registration form
- Assignment of User ID login and password
- *NEW* - Property Management Companies must:
 - Provide unit data information
 - Consistently report new additions to the property list
 - Consistently report property deletions
- *Effective October 1, 2012* – The option to report returns and pay tax liability online becomes available
- *Effective January 1, 2013* – The collection allowance will only be available to taxpayers who pay online



Conclusion

- **Profile Updates**— check the information for accuracy. Update with changes and turn in before you leave today.
- **Contact information:**
 - Krissa Adkins, TDT Specialist
850-595-4829
tdt@escambiaclerk.com
- **Questions and Answers**



Escambia County Clerk of Court & Comptroller Tourist Development Tax Division

Mailing Information

Escambia County Clerk of Court & Comptroller
Tourist Development Tax
221 Palafox Place Ste 140
Pensacola, FL 32502

Contact Information

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