

# Walton County Clerk of Courts and County Comptroller Tourist Development Tax



## NORTH WALTON REGISTRATION FORM – INDIVIDUAL/HOTEL

|   |  |  |   |  |  |
|---|--|--|---|--|--|
| <b>Property Owner Name:</b>   |  |  | <b>Business/Prop. Name:</b>   | _____<br><small>LLC/LLP name or house/condo/community name, if applicable</small>  |  |
| <b>Username:</b>  | <small>Must be 8-15 characters w/ both letters &amp; #'s</small>   |  | <b>Phone #:</b>   | (____) ____ - _____ Primary (____) ____ - _____ Alt.   |  |
| <b>Primary Email:</b>   |  |  | <b>Alt. Email:</b>  |  |  |
| <b>Rental Property Address:</b>   | Property Street Address<br>_____<br>FL   |  | <b>Owner Mailing Address:</b>   | Street Address<br>_____<br>City State Zip Country  |  |
| <b>Total # of Units for Rent at Above Property:</b>   | <small>HOTELS: # of rooms</small>  | <b>Date Current Owner's Rentals Began:</b> | <b>Rental Ad #(s):</b>  | _____<br><small>Ex: VRBO, Airbnb, etc. (Please specify)</small>  |  |
| <b>Current Owner's Prior Usage of Prop.:</b>  | <input type="checkbox"/> Personal Use Only<br><small>(no rental revenue or payments received for any stays)</small>  |  | <input type="checkbox"/> Previous Long-Term Lease (attach copy)<br><small>(terms of LT lease(s) must be longer than 6 months)</small> |  | <input type="checkbox"/> Managed by: _____<br><small>(all rental stays were booked &amp; managed by rental management company that handled all tax remittance on owner's behalf)</small> |
|   |  |  | <input type="checkbox"/> Self-Managed<br><small>(rentals by owner via direct bookings or online platforms)</small>                    |  |  |
| <b>If Self-Managed, Provide Revenue Collected from ALL Rentals per Year (back to 1st rental date above including cleaning fees &amp; other required, nonrefundable fees):</b> | _____<br>_____<br>_____<br>_____   |  | <b>Declaration:</b>   | <p>A) Please note that any person who is required to collect, truthfully account for, &amp; pay any tax that willfully fails to do so shall be liable for penalties under the provisions of FL Statute (FS) 213.29.</p> <p>B) Rental revenue disclosure to Walton Co. for any self-managed rental activity must include all rental revenue regardless of booking method as no platforms remit TDT funds to us on behalf of their hosts/prop. owners.</p> <p>C) All information provided by the applicant is confidential per FS 213.053 &amp; is not subject to FL Public Records Law, FS 119.07.</p> <p>D) By providing an email address above, you consent to electronic communication, reporting, &amp; filing.</p> <p>E) Under penalty of perjury, I declare that I have read the foregoing Document, &amp; the facts stated are true.</p> |  |
| <b>Using Tax Reporting Agent (CPA, bookkeeper, etc.)? Send all correspondence to Agent rather than to owner contact info above?</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Yes <input type="checkbox"/> No |  | <b>Agent Address:</b>   | _____<br>Street Address<br>_____<br>City State Zip Country   |  |
| <b>If so, Agent Name:</b>   | _____  |  | <b>Signature:</b>   | _____<br><small>Typed name is sufficient if using online form</small>  |  |
| <b>Agent Phone:</b>   | (____) ____ - _____ Primary (____) ____ - _____ Alt.   |  | <b>Date:</b>  | _____  |  |
| <b>Agent Email:</b>   | _____  |  |   |  |  |

# Walton County Clerk of Courts and County Comptroller

## Tourist Development Tax

### NORTH WALTON REG. FORM – INDIV./HOTEL INSTRUCTIONS



- 1) **Property Owner Name:** Provide name of who owns the property or a primary contact name if a business owns the property or if the property is a hotel.
- 2) **Business/Property Name:** If property is owned by an LLC, LLP, or other business type or if property is a hotel, please list the business/hotel name. If the rental has its own unique name, provide that name. If neither of these apply, then provide the building name of the condo/townhome or community name where the house is located. If simply individual ownership with no business name, unique rental name, or building/community name, then please indicate "N/A" for not applicable.
- 3) **Username:** You get to set your own username within the following parameters: 8-15 characters with at least 1 number & no special characters. Once this form has been processed, your temporary password will be included in your New Account email sent to the primary contact email address provided.
- 4) **Phone #:** The primary & alternate phone #s will be used to contact you if we are unable to reach you via email or if we have an urgent issue to address.
- 5) **Primary Email:** This will be our primary form of communication with you. All system-generated emails (monthly reminders, delinquency notices, etc.) will use this email address.
- 6) **Alternate Email:** This will be used in the event that we cannot reach you via the primary email address provided.
- 7) **Rental Property Address:** Please provide the complete property address for your rental property including the # of bedrooms within the structure. *(If you need to register more than 1 Walton Co. rental property, please return to the Forms & Downloads section of our website ([www.touristtax.com/walton](http://www.touristtax.com/walton)) to fill out the Registration Form - Property Manager version of this form in order to accommodate more than 1 rental property on the application.)*
- 8) **Owner Mailing Address:** Please provide the best mailing address for the owner/individual who will primarily be responsible for communicating with us.
- 9) **Total # of Units for Rent:** For hotels, please indicate the # of rooms available for rent at the property being registered. For individuals renting the whole home/property, you would enter "1" in this field. For any other individual owner rental scenarios (duplexes, main &/or carriage house rentals, single room+whole home rentals, etc.), please contact our office using the contact information below for specific instructions.
- 10) **Date Current Owner's Rentals Began:** Please provide the date that short-term rentals began under your ownership (i.e., 1st booking for which you will be responsible for taxes.)
- 11) **Rental Ad #:** Providing your online advertising #s (VRBO, Airbnb, Booking, etc.) assists in ensuring compliance of all transient rental providers. These #s can be found within the URL for your rental ad or sometimes on the face of the ad itself.
- 12) **Current Owner's Prior Usage of Property:** This refers to the rental status of the property since you purchased it. Notes are included to assist you in making the proper selection based on the rental status/usage of the property to date.
- 13) **Self-Managed Disclosure:** Please provide the annual rental revenue totals collected from ALL rentals at this property regardless of the self-managed booking method used (online platform, direct bookings, friends & family, etc.) going back to the 1st rental date provided on the application. These annual totals should include rent charged plus all required, nonrefundable fees including cleaning fees, pet fees, amenities fees, etc. If you do not have a full year of back taxes to catch up, then please provide the totals by month here. If no self-managed rentals have occurred yet, then you may leave this section blank.
- 14) **Declaration:** This is simply the "fine print" that you are agreeing to by signing & submitting this completed TDT application.
- 15) **Using Tax Reporting Agent?:** Please indicate if a CPA, bookkeeper, administrative assistant, etc. will be filing the monthly tax returns on your behalf.
- 16) **Agent Correspondence:** If using an agent, please indicate whether you'd like to be contacted for all tax matters or if you'd prefer the correspondence go directly to that agent. If so, then please check the box for "Yes" here & provide that agent's name & contact info in the fields provided. If you will remain the primary contact, then please indicate "No" here & leave the agent contact info blank.
- 17) **Signature:** Here you may sign if you've printed this form or simply type your name to serve as your signature if using the online form option.

**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  
Fax: 850-267-1335

Phone: 850-267-2040

E-mail: [touristdevelopmenttax@waltonclerk.com](mailto:touristdevelopmenttax@waltonclerk.com)