

Frequently asked Questions (FAQ) concerning the Tourist Development Tax (TDT):

1. **The TDT is a 4% local option tax** authorized by Florida Statute (FS) 125.0104 and Putnam County Ordinance 2014-4, section 40-166 of the Putnam County Code (PCC) for the purpose of promoting tourism in Putnam County.

Every person (Provider) who rents or leases for consideration any living quarters or accommodations for a period of six months or less has the responsibility to collect the TDT from the guest/tenant and remit it in a timely manner to the Tax Collector's Office.

The Tax Collector is charged with the responsibility of collection, administration and enforcement of the TDT Laws.

2. **Living quarters or accommodations** for this purpose are defined as hotel, apartment hotel, motel, resort motel, apartment, apartment motel, rooming house, mobile home park/court, recreational vehicle park, condominium, single family dwelling/cottage, garage apartment, lake/river house, and any other vehicle or structure held out to the public to be a place of living/sleeping accommodations. A more detailed list can be found in PCC 40-166 (c).

3. **The tax is paid by the tenant/guest** on the total rental amount to the provider. The provider has the responsibility to collect the TDT and remit the funds to the Putnam County Tax Collector In a timely manner.

TDT funds are due on the first of the month following the month of collection and are considered delinquent if they are not postmarked by the 20th of the month in which they are due (if the 20th is a weekend or holiday, the following work day is acceptable postmark or deliver at office date). Delinquent TDT funds are subject to no collection allowance and a penalty rate of 10% of taxes due or \$50 whichever is greater for each month or fraction thereof up to 50% of taxes due. Delinquent TDT funds are also subject to interest assessed daily at a rate established by the Florida Department of Revenue.

A tax return must be submitted even if no taxes were collected for a scheduled reporting period (monthly).

4. **Providers are subject to audits** for compliance purposes administered by or through the Tax Collector Office. *Providers will receive written notification from the Tax Collector's Office at least 30 days prior to a TDT audit.*

All records that substantiate short-term rentals including but not limited to: guest checks, ledgers, sales tax payments and federal income tax returns must be maintained for a minimum period of 3 years. For audit purposes the records substantiating the TDT funds must be made available at the place of business in Putnam County.

Exemption from paying TDT: Providers of short-term rentals are required to collect TDT from all guests/tenants except for those guests/tenants who are exempt from paying the TDT. To receive an exemption from the TDT, the guest/tenant must present their Sales Tax Exemption Number (provided by Florida Department of Revenue) and the short-term rental must support the underlying exemption.