



APPLICATION FOR REFUND OF TOURIST DEVELOPMENT TAX

TD Tax No: _____

Name of Applicant: _____

Business Name: _____

Mailing Address: _____

City, State, Zip, Country: _____

Telephone number (include area code): _____

E-mail address (optional): _____

Rental Property Address: _____

City, State, Zip: _____

Signature of Applicant/representative: _____

Print Name: _____ Title: _____

Note: A power of attorney form must be properly executed and included with this request if the refund is submitted by anyone other than the owner or a corporate officer.

Amount of Refund requested: \$ _____

Date(s) overpayment(s) was paid: _____

Explain the reason for this refund (additional sheets may be added): _____

Supporting documentation submitted: _____

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Follow the steps below to document your refund claim:

- Step 1. Provide a detailed explanation for the refund and include as much information as possible.
- Step 2. Provide relevant documents, i.e. copy of unaltered excel owner's statement(s) from websites, copy of lease(s) if applicable, copy of accounting records, such as journals that itemize rental receipts. These records must be provided to allow verification of gross, exempt, taxable, and tax collected amounts reported on the original tax return(s) filed; and to allow verification that the refund amount claimed was included in the tax paid with the original return(s). Accounting records for the refund are subject to audit.
- Step 3. Provide proof of exempt transactions, if applicable. Include copies of certificates of exemption, signed affidavits, copies of customer's blanket certificate of resale.
- Step 4. If tax was collected from the customer or lessee, provide a copy of the cancelled refund check (front and back) issued to the guest or lessee. **Note: We cannot approve a refund to a taxpayer until the taxpayer has provided proof of a refund to the guest or lessee first.**

Should you have any questions on your application for refund you can contact us by calling 727-453-3191, email: esullivan@taxcollect.com or writing to us at the following address:

Charles W. Thomas, CFC
Pinellas County Tax Collector
Attn: Tourist Development Tax Audit Department
P.O. Box 6440
Clearwater, FL 33758-6640

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