



## WALTON COUNTY TOURIST DEVELOPMENT TAX

31 Coastal Centre Blvd.

Phone: (850) 267-2040

Suite 500

Fax: (850) 267-1335

Santa Rosa Beach, FL 32459

Email: [touristdevelopmenttax@waltonclerk.com](mailto:touristdevelopmenttax@waltonclerk.com)

# NORTH WALTON TAX RETURN

### LINE BY LINE INSTRUCTIONS

1. **Gross Rentals:** Enter the total of all rental revenues (both taxable and exempt) *REGARDLESS OF THE PLATFORM USED TO BOOK THE STAY(S)\** excluding the actual tax amounts collected. This rental revenue total must also include all required, nonrefundable fees such as cleaning fees, pet fees, resort fees, amenities fees, etc.
2. **Exempt Rentals:** Enter the total sum of any exempt rentals. This field would only be used in the event that a renter provided a valid Florida sales tax exempt certificate as evidence of their tax exempt status & paid with funds from that tax-exempt entity's bank account or credit card. (*Note: Please retain documentation of any tax exempt stay including a copy of the valid certificate provided.*)
3. **Taxable Amount:** Gross Rentals (1) minus Exempt Rentals (2).
4. **Tax Collected:** Multiply Taxable Amount (3) by 0.03 to arrive at the total amount of tax collected at the current North Walton (NW) TDT rate of 3% to enter into this field.
5. **Penalty:** This field should only be used if the return is delinquent—
  - Enter the \$50 minimum or 10% of Tax Collected (4), whichever is greater.
  - Delinquent zero returns (\$0 in Gross Rentals (1)) are subject to the \$50 minimum penalty.
6. **Interest:** This field should only be used if the return is delinquent—
  - Multiply the current interest rate by Tax Collected (4) times # of days delinquent.
  - Interest rates are set by the FL Dept. of Revenue (DOR) and are subject to change every 6 months. The current interest rate can be found at the following link:  
[https://floridarevenue.com/taxes/taxesfees/Pages/tax\\_interest\\_rates.aspx](https://floridarevenue.com/taxes/taxesfees/Pages/tax_interest_rates.aspx)
7. **Adjustments:** Enter any adjustments such as credit balances or fees. Be sure to circle the + or - on Line 7 to indicate the type of adjustment being filed/claimed.
8. **Amount Due:** Line 4 plus Lines 5 & 6 plus/minus Line 7 equals Line 8.

Walton County Clerk of Courts & County Comptroller			NW TAX RATE: 3.0%
1. GROSS RENTALS	2. EXEMPT RENTALS	3. TAXABLE AMOUNT	4. TAX COLLECTED
<i>Make check payable to:</i> Walton Co. Clerk of Court <i>Mail return &amp; payment to:</i> Walton Co. Clerk of Court & Co. Comptroller Attn: Tourist Development Tax 31 Coastal Centre Blvd., Suite 500 Santa Rosa Beach, FL 32459	5.	+ PENALTY	
	6.	+ INTEREST	
	7.	+/- ADJUSTMENTS	
	8.	AMOUNT DUE	

ACCOUNT NAME (PLEASE PRINT)

ACCOUNT NUMBER (REQUIRED)

SIGNATURE

DATE TAX RETURN PERIOD (REQUIRED)

*\*No platforms remit funds to our office on behalf of their users. Please include all platform revenues in calculation.*