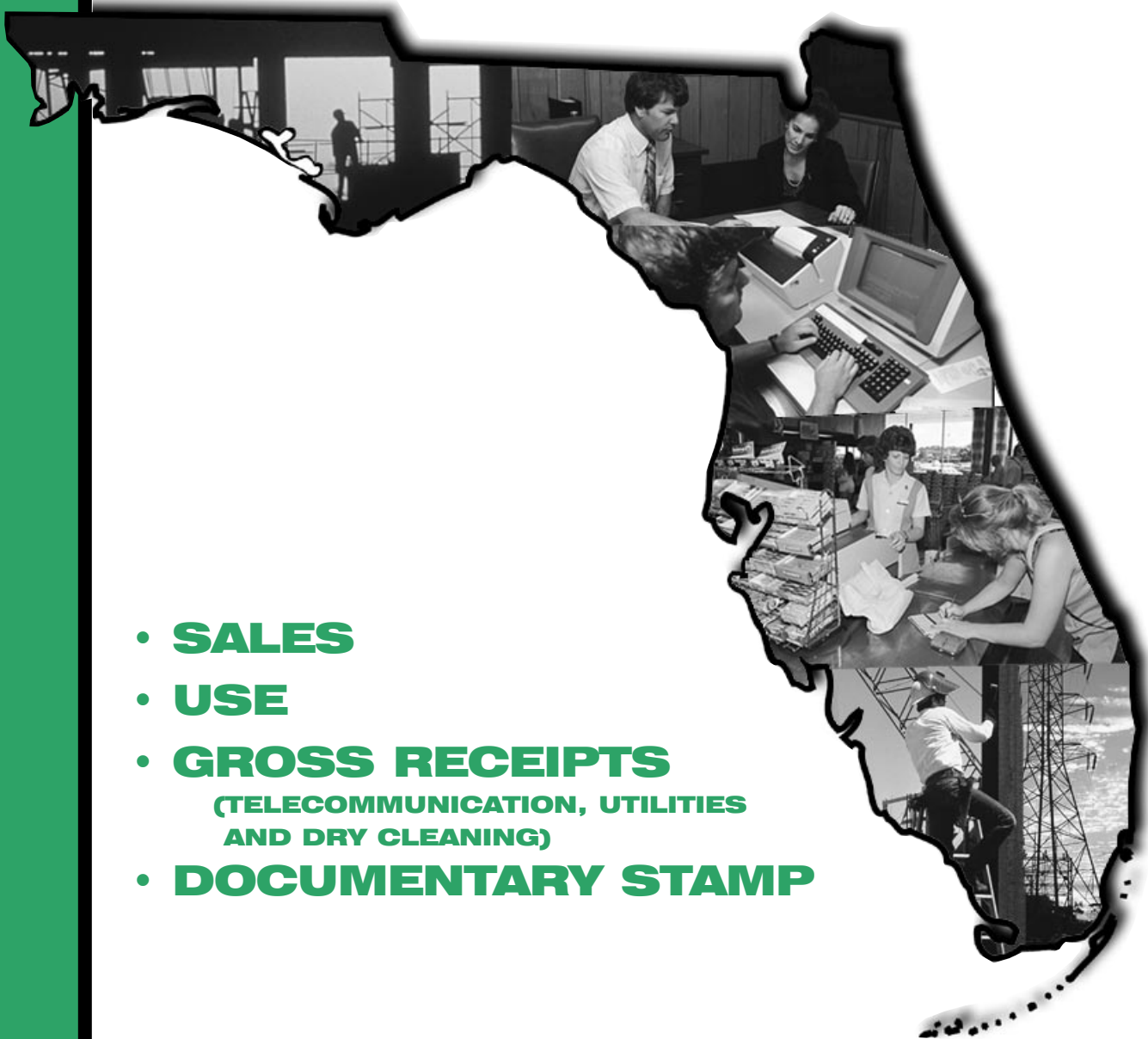


APPLICATION TO COLLECT TAX IN FLORIDA



- **SALES**
- **USE**
- **GROSS RECEIPTS**
(TELECOMMUNICATION, UTILITIES
AND DRY CLEANING)
- **DOCUMENTARY STAMP**



APPLICATION TO COLLECT TAX IN FLORIDA Information

Who must apply?

Any person or entity doing business in Florida that is subject to Florida sales tax; use tax; gross receipts tax on telecommunications, utilities or dry cleaning; or documentary stamp tax.

What if I am already doing business and have not applied?

The business owner should immediately visit the nearest Department of Revenue service center to properly register and remit any taxes or penalties due. A business owner who begins taxable business activity prior to applying is subject to a \$100 late registration fee, and may be delinquent and have a tax liability.

What is the registration fee?

The registration fee for sales tax is \$5. The fee is not required if your business location is not in Florida. The fee for dry cleaning is \$30. There is no fee required for any other tax.

When do I begin filing sales and use tax returns?

Tax returns must be filed for every collection period, beginning with the date your business opens. A return must be filed even if no tax was collected.

How do I contact the Florida Department of Revenue? You may visit, call or write to us at the following locations. Once you receive your account number, include it on any written correspondence. Registration and many other services are available at all locations

Registration Information
5050 W. Tennessee Street
Tallahassee, FL 32399-0100
850-488-9750

Tax Information Services
1-800-352-3671 (Florida Only)
850-488-6800

Florida Department of Revenue Website
<http://sun6.dms.state.fl.us/dor/>

Hearing or Speech Impaired Assistance
1-800-367-8331 (TDD line)

Florida Department of Revenue

Service Centers

Clearwater Service Center
Arbor Shoreline Office Park
19337 US Hwy. 19 N., Ste. 200
Clearwater, FL 33764-3149
727-538-7400

Cocoa Service Center
2428 Clearlake Road, Bldg. M
Cocoa, FL 32922-5710
407-504-0950

Coral Springs Service Center
Florida Sunrise Tower
3111 N. University Dr., Ste. 504
Coral Springs, FL 33065-5096
954-346-3000

Daytona Beach Service Center
125 N. Ridgewood Ave., Ste. 401
Daytona Beach, FL 32114-3286
904-254-3901

Fort Myers Service Center
2295 Victoria Ave., Ste. 270
Fort Myers, FL 33901-3851
941-338-2400

Gainesville Service Center
2610 NW 43rd St., Ste. 2A
Gainesville, FL 32606-7415
352-955-2170

Hollywood Service Center
Taft Office Complex
6565 Taft St., Ste. 400
Hollywood, FL 33024-4000
954-967-1000

Jacksonville Service Center
921 N. Davis St., A-215
Jacksonville, FL 32209-6828
904-359-6070

Key West Service Center
3118 Flagler Ave.
Key West, FL 33040-4698
305-292-6725

Lake City Service Center
2651 W. US Hwy 90
Lake City, FL 32055-3115
904-758-0420

Lakeland Service Center
230 S. Florida Ave., Ste. 101
Lakeland, FL 33801-5047
941-284-4244

Leesburg Service Center
734 N. Third St., Ste. 117
Leesburg, FL 34748-4463
352-360-6660

Marianna Service Center
4230 Lafayette St., Ste.D
Marianna, FL 32446-3304
850-482-9518

Miami Service Center
8175 NW 12th St., Ste. 119
Miami, FL 33126-1831
305-470-5001

Naples Service Center
The Wilson Professional Center
3200 Bailey Lane, Ste. 150
Naples, FL 34105-8523
941-436-1050

Orlando Service Center
Orlando Executive Center
5420 Diplomat Circle
Orlando, FL 32810-5605
407-623-1141

Panama City Service Center
651 W. 14th St., Ste. D
Panama City, FL 32401-2271
850-872-4165

Pensacola Service Center
3670-C North L Street
Pensacola, FL 32505-5217
850-595-5170

Port Richey Service Center
6709 Ridge Rd., Ste. 300
Port Richey, FL 34668-6842
727-841-4407

Port St. Lucie Service Center
900 E. Prima Vista Blvd., Ste. 300
Port St. Lucie, FL 34952-2335
561-871-7620

Sarasota Service Center
240 S. Pineapple Ave., Ste. 600
Sarasota, FL 34236-6725
941-361-6001

Tallahassee Service Center
2410 Allen Rd.
Tallahassee, FL 32312-2603
850-488-9719

Tampa Service Center
Suite 100
6302 E. Dr. Martin Luther King, Jr. Blvd.
Tampa, FL 33619-1166
813-744-6344

West Palm Beach Service Center
2468 Metrocentre Blvd.
West Palm Beach, FL 33407-5214
561-640-2800

Before returning application, remove instructions and retain for future reference.

9a. Type of Organization - Check one box to enter the type of business. Listed are the definitions of business types:

Corporation - A legal entity created by or under the authority of the laws of a state.

Partnership - Two or more persons or entities that have entered into a voluntary contract.

Trust - A legal entity created by a grantor for the benefit of designated beneficiaries under the laws of the state and the valid trust instrument.

Sole Proprietorship - An individual or individual and spouse.

Professional Association - Any group of professional people organized to practice their profession together.

Other - Any other type of business entity. Please write in (e.g., government, civic organization).

Corporation Partnership Trust Sole Proprietorship Professional Association

Other (explain)

9b. If corporation or partnership, provide fiscal year ending date MM / DD

9c. Are you an entity required to be registered with the Division of Corporations of the Florida Department of State? Yes No

If yes, provide your document/registration number:

If your corporation is not registered, you must attach a copy of your Articles of Incorporation as filed with the regulating authority in your state. Contact the Division of Corporations at (850) 488-9000 for Florida corporation information.

NATURE OF BUSINESS ACTIVITY

10. Describe your major (more than 50%) business activities that will be subject to tax (please be specific):

NOTE: Documentary stamp tax applicants should skip to question 40. All others must continue with question 11.

11. What are the products you purchase for resale to your customers or to be included in a finished product you manufacture?

12. What are your estimated annual receipts from taxable sales and/or rentals?

(check one) \$1,700 or less between \$8,000 and \$16,000 \$800,000 - up between \$1,700 and \$8,000 between \$16,000 and \$800,000 unable to estimate

13. Do you sell merchandise? Wholesale (selling for resale purposes)? Retail (selling to consumers)?

14. Do you rent living or sleeping accommodations for 6 months or less to individuals or businesses? (This includes hotels, motels, time-shares, condominiums, apartments, and trailer parks.)

15. Do you rent commercial real property to individuals or businesses?

16. Do you charge admission or membership fees?

17. Do you rent equipment or other tangible personal property to individuals or businesses?

18. Do you provide any of the following services?

- Pest control for nonresidential buildings
Cleaning for nonresidential buildings
Detective
Protection
Security alarm system monitoring

AMUSEMENT/VENDING

19. Do you generate sales and remove receipts from amusement or vending machines?

If yes, answer the questions in this block.

Food/Beverage vending machines?

Vending machines for other products?

20. Do you sell food or beverages wholesale to vending machine operators?

21a. Are coin-operated amusement machines being operated at your business location?

21b. Do you have a written agreement that requires someone else to obtain

Amusement Machines Certificates for all of the machines?

22a. Do you have a written agreement that specifies who is responsible for obtaining Amusement Machines Certificates?

22b. Do you have a written agreement that requires you to obtain

Amusement Machines Certificates for any of the machines?

You must complete an Application for Amusement Machines Certificate (Form DR-18) if:

- you answered NO to Question 21b and have amusement machines on your business location, or
you answer YES to Question 22b and lease amusement machines.

SOLID WASTE

- 23. **Do you sell tires or batteries or rent/lease motor vehicles to others?** ----- Yes No
If yes, answer the questions in this block.
- 24. Do you make retail sales of new tires for motorized vehicles (either separately or as a part of a vehicle)? ----- Yes No
- 25. Do you make retail sales of new, used, or remanufactured lead-acid batteries sold separately or as a component part of another product?----- Yes No
- 26. Are you in the business of renting or leasing motor vehicles that transport less than nine passengers to individuals or businesses? ----- Yes No

DRY CLEANING

- 27. **Do you own or operate a dry-cleaning plant in Florida?** ----- Yes No
If yes, answer the questions in this block.
- 28. Do you use perchloroethylene in the dry-cleaning process? ----- Yes No
If you use perchloroethylene, enclose \$30 dry-cleaning registration fee.
- 29. Do you produce or import perchloroethylene? ----- Yes No
 If yes, complete an Application for Florida License to Produce or Import Taxable Pollutants (Form DR-166).

MOTOR FUEL

- 30. **Do you sell any type of fuel or use off-road diesel fuel?** ----- Yes No
If yes, answer the questions in this block.
- 31. Do you (or will you) make retail sales of gasoline, diesel fuel, or aviation fuel at posted retail prices? ----- Yes No
 If yes to # 31, do you expect the sales of diesel fuel (as measured in gallons) to exceed the sales of gasoline? ----- Yes No
 If yes to # 31, does this business exist as a marina? ----- Yes No
 If yes to # 31, what is your seven (7) digit Florida Department of Environmental Protection Facility Registration Number for this location? _____
- 32. Do you use diesel fuel for non-highway purposes? ----- Yes No

CONTRACTORS

- 33. **Are you a contractor who improves real property?** ----- Yes No
If yes, answer the questions in this block.
 Do you most frequently operate as a prime contractor subcontractor? List the type of construction you perform (e.g., building, painting, electrical) _____
- 34. Do you operate under formal written contracts? Yes No
 If yes, what type of contracts do you operate under? Lump Sum Cost Plus Fixed Fee Other
 If other, please explain _____
- 35. Do you purchase any materials or supplies from vendors located outside of Florida? ----- Yes No
- 36. Does your company have a current occupational license in any Florida county? ----- Yes No
 If yes, please list all the counties in which you are licensed and the corresponding license numbers _____

- 37. Do you fabricate/manufacture any building components at a location other than contract sites? ----- Yes No

TELECOMMUNICATION/ENERGY

- 38. **Do you provide telecommunication services, electrical power, or gas?** ----- Yes No
If yes, answer the questions in this block.
 Do you sell:
 - a. Electrical power ----- Yes No
 - b. Natural or manufactured gas ----- Yes No
 - c. Pay phone service ----- Yes No
 - d. 2-way cable television service ----- Yes No
 - e. Telex, telegram, teletype service ----- Yes No
 - f. Cellular or pagers service ----- Yes No
 - g. Long distance (inter-exchange service) ----- Yes No
 - h. Shared tenant utility service ----- Yes No
 - i. Telephone service (local exchange) ----- Yes No
 - j. Alternative access vendor service ----- Yes No
 - k. Other telecommunication services (By-Pass provider, etc.) ----- Yes No
 Describe _____
- 39. Do you provide billing services to telecommunication service providers? ----- Yes No

** PLEASE TYPE OR PRINT CLEARLY **

