NANCY C. MILLAN
HILLSBOROUGH COUNTY
TAX COLLECTOR

601 E. Kennedy Blvd. 14th Floor | Tampa, FL 33602
MAILING: P.O. BOX 21608 | Tampa, FL 33622-1608
P: 813.635.5235 | **F**: 813.635.5281 | hillstaxfl.gov

Tourist Development Tax Account: Refund Request

Tourist Development Tax Account No: _____

Name of Applicant: _____

Business Name: _____

Address: _____

City, State, Zip: _____

Telephone number: _____ E-mail address: _____

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 submitted by anyone other than the owner or a corporate officer.

Refund amount: $_____ 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 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 (813) 635-5235, email: tourdev@hillstaxfl.gov or writing to us at the following address:

Nancy C. Millan
Hillsborough County Tax Collector
Attn: Tourist Development Tax Department
PO BOX 21608
TAMPA, FL 33622-1608