



General Information and Instructions for the Display of Amusement Machine Certificate (Form DR-18C)

DR-18CIN
R. 03/17

Review your amusement machine certificates carefully. Verify the accuracy of the:

- Certificate number
- Operator name and address
- Machine location address
- Number of machines authorized

Your Amusement Machine Certificate Number for each location is the same number as your sales tax certificate number at that location.

If any of this information is incorrect, contact the Department at 800-352-3671. Have your amusement machine certificate number ready so we can quickly locate your account. A corrected amusement machine certificate will be mailed to the operator's mailing address at no additional cost.

Display the amusement machine certificate in a conspicuous place at the location where the machines are being used. If your amusement machine certificate **is stolen or vandalized**, send a written request to replace the certificate, signed by the machine operator, to the address provided in this document. A replacement certificate will be mailed to the operator's mailing address at no additional cost.

If you wish to operate more machines than you currently have amusement machine certificates for, you must complete another *Application for Amusement Machine Certificate* (Form DR-18) and pay an additional \$30 for each machine.

If you move your amusement machines from one location to another location within the same county, contact the Department to correct the machine

location on your certificate. If you move your amusement machines to another county, you must first be registered for sales and use tax in that county before contacting the Department to correct the machine location on your certificate.

Your amusement machine certificate expires on **June 30th** each year. **You must renew amusement machine certificates before that date.** The annual fee is \$30 per machine. You will receive a renewal notice approximately 30 to 60 days before the certificate's expiration date.

Maintain these instructions for your records. You may wish to record your amusement machine certificate number(s) for future reference or in case your certificates are stolen, damaged, or vandalized.

To contact the Department in writing about your amusement machine certificate, write:

Florida Department of Revenue
Amusement Machine Certificate - MS 1-5730
5050 W Tennessee St
Tallahassee FL 32399-0160

Be sure to include your business partner and amusement machine certificate number(s) in any written correspondence sent to the Department.

To speak with a Department of Revenue representative, call Taxpayer Services at 800-352-3671, Monday through Friday (excluding holidays).

Taxpayer Service Center addresses and telephone numbers can be found on our website. Scan the code below on your mobile device to view the list of Service Center locations and telephone numbers, or go to our website at:

<http://floridarevenue.com/taxes/Pages/servicecenters.aspx>

