



# Amusement Machine Certificate Renewal Application

DR-18R  
R. 03/17  
Rule 12A-1.097  
Florida Administrative Code  
Effective 03/17

Our records indicate that you are the holder of an **Amusement Machine Certificate(s)** (Form DR-18C) that will **expire on June 30**. Florida law requires every business location that operates amusement machines display an *Amusement Machine Certificate*. A penalty of \$250 per machine may be imposed on an operator who fails to obtain and display the required *Amusement Machine Certificate*.

The **Previously Registered Machine Location Worksheet** on the following page(s) contains a listing of your *Amusement Machine Certificates* for each of your registered locations.

To complete the certificate renewal process:

- Review all information on the **Previously Registered Machine Location Worksheet**. Make any necessary changes.
- If you have additional machines to add that are not previously listed, an **Additional Amusement Machine Location Worksheet** is provided. To complete this worksheet, you must have an active sales and use tax *Certificate of Registration* (Form DR-11) for each county in which you operate machines. If you do not have a sales tax number for each county where your machines are located for operation, you can register to collect and report tax through our website at [www.myflorida.com/dor](http://www.myflorida.com/dor) or by completing a paper *Florida Business Tax Application* (Form DR-1).
- Place worksheet totals in the summary box on each page and total all pages in the **Grand Total** box below.
- Attach a check or money order, payable to Florida Department of Revenue, for the registration fee (\$30 per machine). **Do not send cash.**
- Return this signed renewal application and your payment to:

Florida Department of Revenue  
Amusement Machine Certificate - MS 1-5611  
5050 W Tennessee St  
Tallahassee FL 32399-0160

To speak with a Department of Revenue representative, call Taxpayer Services, 8 a.m. to 7 p.m., ET, Monday through Friday, excluding holidays, at 800-352-3671.

### Grand Total - Summary of Fees from all pages

**Total # of Locations** \_\_\_\_\_ **Total # of Machines:** \_\_\_\_\_ x \$30 per machine = **Total Fee Due:** \_\_\_\_\_

Under penalties of perjury, I certify that I have read this application and the facts stated in it are true. I understand that a new certificate must be obtained and additional fees are due if I wish to operate more amusement machines than are authorized by the certificates issued under this application.

\_\_\_\_\_  
Authorized signature of operator or operator's authorized representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or type the signature above

#### For DOR Office Use Only

No. of locations: \_\_\_\_\_ No. of machines: \_\_\_\_\_ Amount paid: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Previously Registered Amusement Machine Location Worksheet**

**\*\*\* The amusement machine certificates listed will expire on June 30 \*\*\***

Review the location address, number of machines at each location, and fee due for each amusement machine certificate number. Make all necessary corrections. Mark through locations to be deleted. To add new amusement machine locations use the *Additional Amusement Machine Location Worksheet*. Verify all fee amounts (number of machines multiplied by \$30 per machine) for each location. Enter the totals in the box at the bottom of this page.

| Amusement<br>Machine Certificate No. | Location Address | Number<br>of Machines | Fee Due |
|--------------------------------------|------------------|-----------------------|---------|
|--------------------------------------|------------------|-----------------------|---------|

**Renewal Fee Summary for this page only**

Total number of locations to be renewed on this page: \_\_\_\_\_

Total number of machines on this page: \_\_\_\_\_ x \$30 per machine = Total Fee Due: \$ \_\_\_\_\_

**Transfer totals from this page and all pages to "Grand Total - Summary of Fees" on page 1.**

