

Tax Exemption & Payment Procedures

Group Tax Exemption: If your group maintains a tax-exempt status, please provide the hotel with a valid tax exemption certificate 30 days prior to arrival to avoid tax charges.

Individual Tax Exemption: Guests with tax-exempt status must present a valid Florida Tax Exemption form, copy of purchase card (*with entities name/ID name*), ID or Driver's License at check-in or via link/email (please see below Document Submission procedures). Without this, the appropriate tax will be charged.

Arriving with a School-Issued P-Card: Please bring the following items to present at check-in or submit via Document Submission below: Your purchase card (*with entities name/ID name*), DR-14 Tax Exemption Form and a copy of your ID. If you do not have a physical p-card or are using a ghost card, kindly complete the Credit Card Authorization step below.

Document Submission (Option 1): For a faster check-in process, request a secure link from stpfrontdesk@remingtonhotels.com to upload documents. Include in your email:

- Subject: TAX DOC LINK REQUEST
- Body: Confirmation number(s) and name(s) of person(s) checking in

Document Submission (Option 2): For a faster check-in process, email directly to stpfrontdesk@remingtonhotels.com with a copy of the purchase card, ID or Driver's License and Tax Exemption Form. Include in your email:

- Subject: TAX EXEMPT SUBMISSION ONLY
- Body: Confirmation number(s) and name(s) of person(s) checking in

Credit Card Authorization: If an attendee will be using a personal or purchase card that cannot be physically presented at check-in, or if the card will be used to pay for other individual rooms, please complete the below Credit Card Authorization process:

1. Email stpfrontdesk@remingtonhotels.com with:
 - Subject: SERTIFI LINK REQUEST
 - Body: Confirmation number(s) and name(s) of person(s) checking in
2. A link to the electronic credit card authorization form will be sent to the card holder for submission
 - Attach a photo ID of the cardholder, a photo of the front/back of the card, and the DR-14 Tax Exemption Form (if applicable)