



BUSINESS NAME & MAILING ADDRESS

HOTEL ROOM OCCUPANCY TAX
(Please type or print)

ID	PERIOD:	TO	DUE DATE
	NUMBER OF ROOM NIGHTS AVAILABLE.....		1
	NUMBER OF ROOM NIGHTS SOLD		2
	NET ROOM CHARGES.....		3
	TOTAL OCCUPANCY TAX CHARGED @ 12%.....		4
	TOTAL OCCUPANCY TAX CHARGED @ \$12.00/DAY.....		5
	TOTAL TAX DUE (<i>SUM OF BOXES 4 & 5</i>).....		6
	NUMBER OF DAYS LAPSED.....		7
	PENALTY (TAX DUE X 10% X # OF DAYS LAPSED DEVIDED BY 30).....		8
	INTEREST (TAX DUE X 3% X # OF DAYS LAPSED DEVIDED BY 30).....		9
	TOTAL DUE AND PAYABALE		10

DECLARATION

I HEREBY DECLARE UNDER THE PENALTY OF PERJURY, THAT ALL OF THE ABOVE INFORMATION ARE TRUE AND CORRECT, I UNDERSTAND THAT PENALTY FOR SUBMITTING FRAUDULENT INFORMATION ON THIS FORM IS IMPRISONMENT OF UP TO 3 YEARS AND FINE OF UP TO \$10,000 IN ADDITION TO ASSESSMENT OF CIVIL PENALTY OF UP TO 50% OF TAX OWED.

_____ /_____
Print Name/Authorized Person

_____ /_____
Signature

____/____/____
Date

TAX OFFICE USE ONLY						
Date Filed	Date Paid	Amount Paid	Rcpt. No.	Rec'd / Verified by:	Entered by:	Trans. #

INSTRUCTIONS

1. **BUSINESS NAME & MAILING ADDRESS:** Enter Registered Name and Mailing Address as shown on Business License.
2. **ID:** Enter Business Identification number assigned for the company.
 - Example: 01234500
3. **PERIOD:** Enter the beginning of the MONTH; TO: Enter the end of the MONTH
 - Period: January 1; TO: January 31
4. **DUE DATE:** Enter the Due Date of the tax return. Due date is the 15th of the following month. Examples below:
 - Jan 1 – Jan 31, is due February 15
 - Apr 1 – Apr 30, is due May 15
 - Sep 1 – Sep 30, is due October 15

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1. **NUMBER OF ROOM NIGHTS AVAILABLE:**
 - Total number of rooms multiplied by the number of days in a month. (Example: 25 rooms in a hotel/motel; Reporting HRT for January. (25 rooms x 31 days=775 is the number of Room Nights Available)).
 2. **NUMBER OF ROOM NIGHTS SOLD:**
 - Total number of rooms occupied per day; added at the end of the month for the Number of Room Nights Sold.
 3. **NET ROOM CHARGES:** Enter the total charges of the occupancies.
 - The room rate multiplied by the number of days occupied by guests; added daily and at the end of the month for the total charges of the rooms occupied. (Note: Hotel room tax is due whether the room is paid or not.).
 4. **TOTAL OCCUPANCY TAX CHARGED @ 12%:** Enter the total amount taxed at 12%.
 5. **TOTAL OCCUPANCY TAX CHARGED @ \$12.00/DAY:** Enter the total amount taxed at \$12/day.
 6. **TOTAL TAX DUE:** Enter the sum of #4 and #5.
 7. **NUMBER OF DAYS LAPSED:** Enter the number of days past the due date.
 - Example: If due date for 1st quarter is April 30 but tax return is paid May 5, the Number of Days Lapsed is 5.
 8. **PENALTY:** Enter the amount of the Penalty. (see formula in front page)
 9. **INTEREST:** Enter the amount of the Interest. (see formula in front page)
 10. **TOTAL DUE AND PAYABLE:** Enter the sum of #7, 9, and 10.

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1. **PRINT NAME:** Print Name of person preparing the tax return.
 2. **SIGNATURE:** Signature of the person preparing the tax return.
 3. **DATE:** Enter date when the tax return was prepared.