

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.