

Bureau of Revenue and Taxation P.O. Box 6069, Koror, Palau 96940 Tel: (680) 488-2465/2580 Fax: (680) 488-3844

TAX-301

BUSI	NESS NAME & M.	AILING ADDRESS					
VESSEL CABIN OCCUPANCY TAX (Please type or print)							
ID	P	ERIOD:	TO	DU	E DATE		
NUMBER (OF ROOM N	IGHTS AVAIL	ABLE		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 (SUM OF BOXES 4 & 5)					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)							
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							
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*
- 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.
- 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.