Print

COMBINED MONTHLY REPORT OF THE LANCASTER COUNTY HOTEL ROOM RENTAL TAX AND THE LANCASTER COUNTY HOTEL EXCISE TAX

FACILITY INFORMATION

Facility Number: _____

Name of Facility: _____

Period covered by this report:

_____ **thru** _____

Address Line 1: _____

Address Line 2: _____

Telephone: _____
(7773334444)

Mailing address if different from above:

_____

_____

Comments:

TAX COMPUTATION

1. Total potential room nights for the period (number of rooms X days in period)

_____ X _____ = _____

2. Total number of occupied room nights for the period = _____

3. **RECEIPTS**

Total gross room receipts (excluding taxes) for period = _____

Less receipts exempted from tax = _____

Attach Exemption Statement(s)

Taxable receipts = _____

4. Room tax computation amount of tax @ 3.9% = _____

5. Excise tax computation amount of tax @ 1.1% = _____

6. Total tax due (sum of 4 and 5) = _____

☐ NO TAX DUE

Calculate

I hereby certify that this return has been examined by me and that the information herein is true, correct, and complete to the best of my knowledge and belief.

_____ **Please Print Name**

_____ **Title**

_____ **Signature**

_____ **Date**

Notes:

The Lancaster County Hotel Room Rental Tax is imposed at the rate of 3.9% of the consideration received by each operator of a facility within Lancaster County from each transaction of renting a room or rooms. Certain "Bed and Breakfasts, Homesteads, or Inns" are not required to collect this tax.

The Lancaster County Hotel Excise Tax is imposed at a rate of 1.1% of the consideration received by each operator of a facility within Lancaster County from each transaction of renting a room or rooms.

Both taxes are to be collected by the operator of each facility from each patron who rents a room. Each operator is required to file a tax return and remit tax due on or before the 25th day of the month subsequent to the month in which the tax is levied. If there is no tax due for a given period, file return indicating "NO TAX DUE" by checking the appropriate box above. **Late filings are subject to penalty.**

Please be sure to print two copies: one for the Treasurer and one which can be saved with your records.

Make check payable to "Lancaster County Treasurer" and mail to:

County of Lancaster, Office of the Treasurer
150 North Queen Street, Suite
#122
P.O. Box 1447
Lancaster, PA 17608-1447
717-299-8222