

ALL AREAS MUST BE FILLED OUT AND ARE REQUIRED ON THIS FORM

**CITY OF ELKO
OPERATOR'S MONTHLY TAX ON TRANSIENT LODGING RETURN**

LICENSEE _____

MONTH _____

YEAR _____

Motel/Hotel AND RV Park Occupancy (Required Information)

- A. Number of rooms or spaces on property. Gross rooms / spaces per night times days in the month). _____
- B. Number of room nights or spaces available this month. (Exclude out of order Rooms). _____
- C. Number of room nights or spaces occupied this month. (Include complimentary room nights) _____
- D. Number of room nights or spaces occupied by complimentary visitors this month. _____
- E. Number of room nights or spaces occupied by 28 day guests this month.
(Transient Occupancy Tax 28 Day Exemption Form **MUST** be on file) _____
- F. Number of room nights or spaces occupied by Government employees this month
(Government Exemption Claim Form **MUST** be on file) _____

Regular Tax on Transient Lodging (Required Information)

1. Enter gross rental revenue from room nights/spaces, including over 28 day rentals and all complimentary rooms 1) _____
2. Enter any adjusted revenue for prior month(s). Attach an explanation. 2) _____
3. Cost Deductions
a. Deduct refunds paid by you this month _____
b. Deduct complimentary for this month _____
c. Deduct over 28-day rentals and government exempt rentals you included in line 1. _____
- TOTAL OF 3 (a,b,c) 3) _____**
4. Enter total of lines 1 and 2 minus 3. **TAXABLE AMOUNT 4) _____**
5. Enter 14% of line 4. This is your sub-total tax. **SUB-TOTAL TAX 5) _____**
6. Enter 10% of total of line 5 as late penalty if payment is made after the 15th day of the month. An additional interest of 1.5% will be assessed until the date of payment. **PENALTIES 6) _____**
7. Add lines 5 and 6. **TOTAL REMITTANCE 7) _____**

Payment is due on the 15th day of the month immediately following the month you are reporting, and becomes delinquent at the end of business on the 15th day and should include the delinquent penalty. Remit payment to:

**CITY OF ELKO
TAX ON TRANSIENT LODGING
1751 COLLEGE AVE.
ELKO, NV 89801**

**ELKO HOTEL/MOTEL/RV PARK DETAILED OCCUPANCY REPORT
(REQUIRED INFORMATION)**

NAME: _____

MONTH: _____, 20____

	COLUMN A	COLUMN B	COLUMN C	COLUMN D	COLUMN E	COLUMN F	COLUMN G (C - D - E - F)
DATE	TOTAL ROOMS / SPACES	TOTAL ROOMS / SPACES AVAILABLE *	TOTAL ROOMS / SPACES OCCUPIED **	TOTAL COMPLIMENTARY ROOMS / SPACES OCCUPIED	ROOMS / SPACES RENTED BUT EXEMPT FROM TAXES DUE TO 28 DAY EXEMPTION	TOTAL OTHER EXEMPTIONS i.e. Govt,	TOTAL ROOMS / SPACES MINUS ALL EXEMPTIONS
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2							
3							
4							
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30							
31							
TOTALS							

* Please exclude any out of order rooms or spaces or those permanently reserved for 28 day stays only.

** Please include all rooms or spaces occupied, including 28 day occupancies of rooms or spaces usually available for shorter stays, all exemptions and all complimentary rooms or spaces.