

QUARTERLY HOTEL ROOM RENTAL TAX RETURN FORM—UNION COUNTY

Instructions: This report is to be filed pursuant to County Code Act of August 9, 1955 (P.L. 323, No. 130) as amended, P.S. 1770.6 and applicable County Ordinance #1 for 2018, quarterly, as per the due date established for your state sales tax.

Complete Form, remit and make checks payable to Union County Treasurer.
Report due in Treasurer’s Office by the 20th of the month following the ending quarter.

Union County Treasurer, 103 South Second Street, Lewisburg, PA 17837
 Phone: (570) 524-8781
 Ordinance No: 1 for 2018

Business Name:		Establishment:		For Office Use Only	
Mailing Address:				Date Paid: _____	
City:		State: PA	Zip:		Check # _____
Point of Contact (Owner):					
TAXPAYER (OPERATOR) SECTION:					
Sales Tax Number:			Total Gross Receipts for Period: \$		
Reporting Period: From: _____ To: _____			Exempted Tax Receipts* \$		
Total Rooms Available:			Net Taxable Receipts: \$		
Total Rooms Occupied:			Amount of Tax Collected @5% \$		
*Operators are obligated to maintain records to support and identify this type of exemption, i.e. copies of the exemption certificate or other identifying documents.			Penalty (from previous reporting) \$		
			Tax Due this Period: \$		

I certify that the information contained herein is true and correct to the best of my knowledge, and is a disclosure of all tax collected or incurred during the period indicated.

Signature	Title	Date
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INSTRUCTIONS FOR COMPLETION OF TAXPAYERS SECTION: (Glossary of Terms)
Total Gross Receipts for Period: Enter total gross sales for room charges only, both taxable and nontaxable, for this time period.
Exempted Tax Receipts: Enter amount of sales that were exempt from the hotel tax during the time period for this return. Please note that although a listing of sales exempt from the hotel tax does not need to be submitted with this form, a listing of exemptions shall be made available to the County Treasurer upon request to support & substantiate the amount indicated on this form.
Net Taxable Receipts: Subtract Exempted Tax Receipts from Total Gross Receipts for Period.
Amount of Tax Collected at 5%: Multiply Net Taxable Receipts by 5% (.05)
Penalty: Delinquent filing of this form will result in a penalty of one and one-half (1 ½ %) per centum per month shall be imposed upon the operator of a hotel for failure to timely collect and remit the tax authorized by this Ordinance No. 1 for 2018. In addition to other remedies available for collection of debts, the County may file a lien upon the hotel in the name of the County and for the use of the County as provided by law.
Tax Due this Period: Enter amount of tax due. The Tax due will be the total of the Amount of the Tax Collected and any Penalty (from previous Reporting). If NO TAX was collected for the time period of filing you must file a form and indicate “NONE” on this line. Sign, date and return this form to the applicable County Treasurer.