

**QUARTERLY REPORT
ELK COUNTY
HOTEL ROOM RENTAL TAX**

NAME OF FACILITY: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

COLLECTION PERIOD: _____ THROUGH _____

TAX COMPUTATION SECTION:

- | | |
|--|-------|
| 1. GROSS RECEIPTS | _____ |
| 2. LESS: PERMANENT RESIDENT EXEMPTION | _____ |
| 3. LESS STATE OR FEDERAL EXEMPTION | _____ |
| 4. LESS: OTHER EXEMPTIONS | _____ |
| 5. TAXABLE RECEIPTS | _____ |
| 6. AMOUNT OF TAX COLLECTED BY OWNER@5% | _____ |
| 7. AMOUNT OF TAX COLLECTED BY BOOKING AGENTS | _____ |
| 8. <u>PLUS</u> LATE PAYMENT FEE OF \$50.00 | _____ |
| 9. <u>PLUS</u> 1.5% MONTHLY LATE PAYMENT FEE | _____ |
| 10. TOTAL TAX PAYMENT DUE COUNTY | _____ |

The Elk County Hotel Room Rental Tax is to be collected by the operator of each facility from the patron who rents a room or rooms. Each operator is required to file a tax return and remit tax due on or before the **(25th)** day of the month following the calendar quarter. If there is no tax due for the period, file a return indicating **"NO TAX DUE"**

Please note that Quarterly Reports are needed for County files for compliance purposes. VRBO and Airbnb only submit hotel tax payments but do not include reports with submission. If using VRBO, Airbnb or other booking agents, please indicate gross receipt of the quarter and then write "\$0.00, No Tax Due or VRBO/Airbnb" on the line for booking agents.

I hereby certify that the return has been examined by me and that the information herein is true, correct and complete to the best of my knowledge. I understand that facility operations are obligated to maintain records to support and to identify information for the purpose of auditing.

Signature

Title

Date

REMIT BY THE 25TH OF EACH QUARTER

RETAIN A COPY FOR YOUR FILES

MAKE CHECK PAYABLE TO: Elk County Treasurer

Phone: 814 776-5321

MAIL TO: 300 Center Street
P.O. Box 247
Ridgway, PA 15853

FAX: 814 772-0092