



LODGING OCCUPATION TAX REPORT

REPORTING PERIOD
MONTH: _____
YEAR: _____

LODGE/HOTEL NAME (DBA): _____

ADDRESS: _____

CONTACT NAME: _____ SALES TAX # _____

CONTACT EMAIL: _____ PHONE # _____

HOTEL/LODGING TAX ROOM INFORMATION	
# OF ROOMS AVAILABLE IN FACILITY THIS MONTH:	_____
# OF DAYS OPEN THIS MONTH:	_____

1. GROSS # OF ROOMS SOLD:		
2. LESS EXEMPTIONS:		
30+ DAY RESIDENCE		
501(C)(3)/TAX EXEMPT ORGANIZATIONS		
GOVERNMENTAL AGENCIES		
ACCOMMODATIONS PROVIDED WITHOUT ANY MONETARY CONSIDERATION RECEIVED		
TOTAL EXEMPTIONS		
3. NET ROOMS SOLD		
4. TAX PER ROOM SOLD		\$4.00
5. TOTAL TAX DUE (LINE 3 TIMES \$4.00)		
6. PENALTY		
7. INTEREST		
8. TOTAL DUE		

I declare, under penalty of perjury, that the statements made herein are true and correct to the best of my knowledge.

Owner/Agent Signature

Date

Sign and return this document with your payment to:
Town of Eagle, PO Box 609, 200 Broadway, Eagle Co 81631

DATE DUE: On or before the 10th day of the month for lodging provided in the preceding month

OCCUPATION LODGING TAX REPORT GUIDELINES

WHO MUST FILE A TAX REPORT

Commencing January 1, 2012, pursuant to the Town of Eagle municipal code, section 5.05, there is an occupation tax on every person that furnishes a lodging room or other accommodations within the Town of Eagle for less than thirty (30) consecutive days. The occupational lodging tax currently assessed is \$4.00 per night per occupied room.

If you rent lodging rooms or other accommodations for less than 30 days, the Town of Eagle charges an occupation tax of \$4.00 per room for each night the space is rented during the reporting period. This includes lodging provided by hotels and motels, vacation homes, rooms in private residences, or other forms of housing for periods of less than 30 days.

INSTRUCTIONS

Type or print clearly in the spaces provided. Business identification and reporting period information is needed to identify your business and ensure your payments are properly credited.

1. Report the number of times during the reporting period that you rented each room in your lodging facility. Houses or apartments that are rented in their entirety would be counted as one unit. Each 24-hour period is counted as one sale. For example, if you rent a room for seven days, charging a weekly rate, you would report seven sales for that room.
2. Deduct all exempt rooms, which include the following:
 - 30+ Day Residence – Rooms rented to anyone who is a long-term resident of the lodging establishment pursuant to a **written agreement** for a period of at least one (1) month or thirty (30) consecutive days. Any break in the continuous occupancy of the room by that individual will result in an occupancy of less than 30 consecutive days and will be subject to the occupation lodging tax.
 - 501(c)(3)/Tax Exempt Organizations – Rooms rented to any organizations that have received a tax exempt status from the IRS under section 501(c)(3) of the Internal Revenue Code, while in the conduct of their organizations regular functions and activities. *Proof of tax exemption required*
 - Governmental Agencies – Rooms rented to the United States, the State of Colorado, its departments and institutions, and the political subdivisions of the state in their governmental capacities only. *Proof of tax exemption required*
 - Accommodations provided without any monetary consideration received – Rooms provided to a guest, in which no monetary consideration is paid to the lodging establishments for such accommodations.
3. Subtract the total on line 2 from line 1.
4. The current tax per room per time rented is \$4.00.
5. Multiply line 3 times \$4.00.
6. If your tax return will be postmarked later than the due date, add the penalty due.
7. If your tax return will be postmarked later than the due date, add applicable interest charges.
8. Add lines 5, 6, and 7. Write your check for this amount to the Town of Eagle. Records that provide support to back up the information reported in this tax return must be retained for a period of three (3) years. Information reported herein is subject to audit by the Town of Eagle.

PENALTIES AND INTEREST

A penalty in the amount of 10% of the tax due or the sum of \$10.00, whichever is greater, shall be imposed upon the vendor and become due in the event the tax is not remitted by the 10th of the month. If the 10th falls on a Saturday or Sunday, the payment is due the following Monday. Interest at 18% per annum (1.5% per month) shall accrue on the unpaid balance.

WHEN YOU MUST FILE

Returns are to be filed monthly in each calendar year and are due, along with full payment, on the 10th day of the month following the month in which the tax is collected.