



**CITY OF SCOTTSBLUFF
HOTEL ACCOMODATIONS OCCPUANCY TAX REPORT**

Reporting Period		Report Date		
Month	Year	Day	Month	Year

Print this form then enter the required information.
Instructions are noted below.

HOTEL ACCOMODATIONS OCCUPANCY TAX REPORT AND PAYMENT ARE DUE ON OR BEFORE THE 25TH DAY OF THE MONTH FOLLOWING THE REPORTING PERIOD ABOVE.

TRADE NAME, ADDRESS & CONTACT INFORMATION

TRADE NAME (DBA)			
OWNER NAME			
LOCATION ADDRESS			
MAILING ADDRESS			
CONTACT PERSON		TELEPHONE	

HOTEL ACCOMODATIONS OCCUPANCY TAX CALCULATION			CITY OF SCOTTSBLUFF
1. TOTAL ROOM RECEIPTS		\$	
2. LESS EXEMPT ROOM RECEIPTS		-	
3. TOTAL TAXABLE ROOM RECEIPTS (Line 1 minus Line 2)		=	
4. HOTEL OCCUPANCY TAX RATES			4.00%
5. HOTEL OCCUPANCY TAX DUE (Line 3 multiplied by Line 4)		X	
6. PENALTY <small>Begins the first day of the second month following the reporting period (10.00%) SEE INSTRUCTIONS ON NEXT PAGE.</small>		+	
7. INTEREST <small>Begins the second month following the reporting period at 1% per annum. SEE INSTRUCTIONS ON NEXT PAGE.</small>		+	
8. AMOUNTS DUE (Line 5 plus Line 6 and Line 7)		=	
9. TOTAL AMOUNT DUE AND PAYABLE TO THE CITY OF SCOTTSBLUFF		\$	

**AFFIDAVIT
(Pursuant to City of Scottsbluff Municipal Code Sections 11-2-4 through 11-2-11.)**

I declare that the information contained in this Hotel Accommodations Occupancy Tax Report is accurate to the best of my knowledge and belief.

DULY AUTHORIZED AGENT (Print Name)	TITLE	SIGNATURE	DATE

Instructions:

1. Complete this form entirely;
 2. Sign the form in the designated location;
 3. Mail the completed, signed form, along with your payment,
- OR
- 3a. Deliver your form and payment to City Hall
 - 3b. Drop payment in Lock Box at City Hall

Mailing & Delivery address:

City of Scottsbluff
Finance Department
2525 Circle Drive
Scottsbluff, NE 69361

Phone: 308-633-3796
Email: ehilyard@scottsbluff.org

City of Scottsbluff

Hotel Accommodations Occupancy Tax Reporting Form Instructions

1. At the top left hand corner under “**REPORTING PERIOD**”, enter Reporting Month and Year.
2. At the top left hand corner under “**REPORT DATE**” enter the Report Date.
3. Under “**TRADE NAME, ADDRESS & CONTACT INFORMATION**” enter the appropriate information.
4. Under “**HOTEL ACCOMODATIONS OCCUPANCY TAX CALCULATION**” enter for Total Room Receipts on Line 1 under the column titled “**CITY OF SCOTTSBLUFF**”.
5. On Line 2, if applicable, enter Exempt Room Receipts.
6. On Line 3, take Line 1 and subtract Line 2.
7. On Line 4, the appropriate Hotel Accommodations Occupancy Tax rates are listed: City- 4.00%.
8. On Line 5, multiply Line 3 with Line 4.
9. On Line 6, fill in the applicable Penalty amount due. Reports that are not remitted timely, owe Penalty beginning the first day of the second month following the Reporting Period. Delinquent taxes accrue a ten percent (10%) penalty.
10. On Line 7, fill in the applicable Interest amount due. Reports that are not remitted timely, owe Interest beginning the second month following the Reporting Period. Delinquent taxes accrue interest on the first day of each month at the rate of one percent (1%) per annum or a monthly interest rate of 0.0833%.
11. On Line 8, add Lines 5, 6, and 7 for the Amounts Due for each entity.
12. On Line 9, enter the amount to be remitted in Total Amount Due.
13. Review the information you have entered to assure it is correct. If you are in need of assistance, please call 308-633-3796 (Monday – Friday 8:00 a.m. – 4:00 p.m.).
14. Once you have reviewed and verified the information, remit your tax due and signed Hotel Accommodations Occupancy Tax Report to City Hall at:

**City of Scottsbluff
Finance Department
2525 Circle Drive
Scottsbluff, NE 69361**