

LANDER COUNTY
CONVENTION AND TOURISM AUTHORITY
50 State Route 305, Battle Mountain, Nevada 89820

Return White Copy
Keep Yellow Copy

OPERATOR'S MONTHLY ROOM LICENSE TAX RETURN

Instructions – Rules and Regulations are Stated on Reverse of Duplicate Copy

☐ ☐ **MONTHLY REPORTING:**

A Penalty of 10% plus 1% Interest per month will be applied after the stated due date.

1. Enter your gross rental revenue for the month stated above. \$

ADDITIONS

2. Enter any adjusted revenue for prior month. Attach an explanation. \$

3. Add lines 1 and 2. **THIS IS YOUR TOTAL REVENUE** \$

DEDUCTIONS

4. Deduct refunds paid by you this month.	\$	
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\$

5. Deduct any adjusted rental revenue for prior months. Attach an explanation.	\$	
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\$

6. ENTER TOTAL OF LINES 4, and 5.	\$	
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\$

7. DEDUCT LINE 6 from LINE 3. **THIS IS YOUR TAXABLE AMOUNT** \$

8. Enter 9 1/2% of Line 7. **THIS IS YOUR TAX** \$

9. Enter the amount of any penalty advice you have received from the Board. \$

10. Add Lines 8 and 9. **THIS IS THE AMOUNT OF YOUR REMITTANCE** \$

Please make your check payable to the Lander County Convention and Tourism Authority. Mail same to: Lander County Convention and Tourism Authority, 50 State Highway 305, Battle Mountain, NV 89820 by the 15th day immediately following the month you are reporting.

IMPORTANT: If ownership has change during the month you are reporting, attach full statement.

The undersigned hereby certifies that the above and foregoing report is a true and correct statement of rental income received and tax collected under and pursuant to applicable ordinances by the above named establishment for the period covered by this return.

Tax

Penalty

Interest

TOTAL

(SIGNED) _____ (Title) _____ (Date) _____

Operating Licenses Issued By This Board

If for cause, the License now issued to you by the Board is suspended or cancelled, you will be in violation of the County or City Ordinance under which you operate your rental facility.

How To Fill In Your Return

- Line No. 1:** Enter your total gross rental revenue received, include all room complimentaries.
- Line No. 2:** This line is for use by Operators whose accounting is on an accrual basis and who took a deduction for bad debts in some previous period, and recovered in the month of the Return now being filed. This line is also for the correction of understated rental income as reported in a prior Return. Any entry on Line No. 2 should be explained by attaching an explanation to the Return.
- Line No. 3:** Should state your TOTAL rental revenue for this month, as stated by your on Lines Nos. 1 and 2.
- Line No. 4:** Deduct any refunds you made for this month.
- Line No. 5:** Enter correction of overstated rental income as reported in a prior return. Line No. 5 should be explained by attaching an explanation to the Return.
- Line No. 6:** State the total of your deductions as taken in Lines No. 4 and No. 5.
- Line No. 7:** State the total amount on which your tax is to be figured-subtract Line No. 6 from Line No. 3.
- Line No. 8:** Enter 9 1/2% of the amount you stated on Line No. 7. This is your tax.
- Line No. 9:** Enter the amount of any "Penalty or Correction Notice" you received from the Board, covering any previous period.
- Line No. 10:** Enter total of lines No. 8 and No. 9- This is your remittance.
- Certification:** Sign, title and date your Return; attach your remittance to the ORIGINAL copy and mail same to the Lander County Convention and Tourism Authority; on or before the 15th day immediately following the month you are reporting. The COPY of this Return is to be kept in your files for audit purposes by a "Field Auditor" of the Board.
- Incorrect or Improperly Filled In Returns** will be returned for correction and will not be considered as having been received by the Board until they are amended.
- Penalties:** If an Operator fails to pay the tax on or before the due date as shown on the face of the Return, he is automatically assessed 10% of the tax due, plus interest at the rate of 1% per month or part thereof. A penalty notice for "Delinquent Payments" will be mailed to those Operators concerned, and the amount of the penalty must be included on Line No. 9 of the next Return filed.

Assistance In Filing This Return: If the Board can be of further assistance, please call.