



CITY OF SALIDA LODGING OCCUPATION TAX REPORT

BUSINESS NAME _____
 ADDRESS _____

CO Sales Tax Account Number	Federal Tax ID Number	Reporting Period	Due Date
Rooms Available	# Days Open in Reporting Period	1. Gross Number of Rooms Sold in Period	
MAKE CHECKS PAYABLE TO: CITY OF SALIDA 448 E. 1 st ST., SUITE 112 SALIDA, CO 81201		2. Less Exempt Rooms	
		3. Net # Rooms Sold (line 3 minus line 4)	
		4. Tax Per Room Sold	\$ 2.50
		5. Total Tax Due (line 3 times \$2.50)	\$
		6. Penalty	\$
		7. Interest	\$
		8. Total Due	\$

▼ DETACH AND MAIL BOTTOM COPY. RETAIN TOP PORTION FOR YOUR RECORDS ▼

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I declare, under penalty of perjury, that the information reported herein is to the best of my knowledge true and correct.

 Owner or Agent

 Date

WHO MUST FILE A TAX REPORT

Commencing March 1, 2009, pursuant to C.R.S. §31-15-501(1)(c) there is an occupation tax on the business of leasing or renting of rooms or other accommodations within the City of Salida for less than thirty (30) consecutive days. The occupational lodging tax currently assessed is \$2.50 per night per occupied room.

If you rent rooms or other accommodations for less than 30 days, the City of Salida charges an occupation tax of \$2.50 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 boxes provided. Business identification numbers 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. Exempt rooms are those rented for period of 30 days or more, charging a monthly rate, or rooms rented to government agencies exempt from taxes.
3. Subtract the total on line 2 from line 1.
4. The current tax per room per time rented is \$2.50.
5. Multiply line 3 times \$2.50.
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 City of Salida.

Records that provide support to back up the information reported in this tax return must be retained in accordance with IRS records retention requirements. Information reported herein is subject to audit by the City of Salida.

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 25th of the month. If the 25th falls on a Saturday or Sunday, the payment is due the following Monday. Interest at 10.0% per annum (0.833% per month) shall accrue on the unpaid balance.

WHEN YOU MUST FILE

Returns are to be filed quarterly in each calendar year and are due, along with full payment, on the 25th day of the month following the quarter in which the tax is collected.

SIGN AND RETURN BOTTOM PORTION OF FORM ON THE REVERSE SIDE.

**MAIL THE RETURN ALONG WITH YOUR PAYMENT TO
CITY OF SALIDA, 448 E. 1ST ST., SUITE 112, SALIDA, CO 81201**