



# LODGING TAX RETURN

## CITY OF BAXTER

<b>Reporting Period (Month &amp; Year):</b>	<b>Hotel/Motel Name and Address:</b> _____
<b>Printed Name of Individual Completing Report:</b>	_____ _____

<b>MN Sales Tax Account Number:</b>	<p style="margin: 0;"><b>Calculations:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1</td> <td style="width: 75%;">Gross Monthly Receipts Including Bad Debts Paid</td> <td style="width: 20%; text-align: right;">\$</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Less Exclusion # of units &amp; amount (rented 30 or more consecutive days)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Less Room Rental Bad Debts</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Less Non-Taxable Rentals (meeting &amp; banquet rooms)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Balance Due Subject to Tax (Subtract Lines 2, 3 &amp; 4 from Line 1)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Lodging Tax Rate</td> <td style="text-align: right;">3.00%</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Tax Due (Line 5 Multiplied by Line 6)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: center;">8</td> <td>Penalty &amp; Interest</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: center;">9</td> <td>Total Amount Due (Add Lines 7 &amp; 8)</td> <td style="text-align: right;">\$</td> </tr> </table>	1	Gross Monthly Receipts Including Bad Debts Paid	\$	2	Less Exclusion # of units & amount (rented 30 or more consecutive days)	\$	3	Less Room Rental Bad Debts	\$	4	Less Non-Taxable Rentals (meeting & banquet rooms)	\$	5	Balance Due Subject to Tax (Subtract Lines 2, 3 & 4 from Line 1)	\$	6	Lodging Tax Rate	3.00%	7	Tax Due (Line 5 Multiplied by Line 6)	\$	8	Penalty & Interest	\$	9	Total Amount Due (Add Lines 7 & 8)	\$
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<b>Make Check Payable to:</b> City of Baxter																												
<b>Mail Original Signed Lodging Tax Return and Check to:</b> City of Baxter Lodging Tax P.O. Box 2626 Baxter, MN 56425																												
<b>Keep a Copy of the Lodging Tax Return for Your Records</b>																												

To avoid penalties and late fees, Lodging Tax must be paid no later than twenty (20) days after the end of the month in which the taxes are collected.

I declare and certify under penalty of law that I have examined this statement, and that to the best of my knowledge and belief, it is true and complete.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**