



## DOUGLAS COUNTY TRANSIENT OCCUPANCY & LICENSE TAX RETURN

YEAR: \_\_\_\_\_

**Reporting Period: Please check the applicable reporting period.**

Monthly:     Jan    Feb    Mar    Apr    May    Jun    Jul    Aug    Sep    Oct    Nov    Dec  
 Quarterly:    First (Jan-Mar)     Second (Apr-Jun)     Third (Jul-Sep)     Fourth (Oct-Dec)

**NAME AND MAILING ADDRESS:**

**PHYSICAL ADDRESS OF PROPERTY:**

*Please provide supporting backup when reporting multiple properties. Include each address with amount and Vacation Home Rental Permit # (if applicable).*


**Due 1<sup>st</sup> of the month following close of the reporting period. Delinquent if not paid by the last day of the same month.**  
 A penalty of \$10.00 or 10% of gross tax, whichever is greater, will be applied to all delinquent returns.  
 Interest in the amount of 1% per month or fraction of a month is charged on all delinquent balances.  
 A return must be filed for each reporting period regardless of tax liability.

### OCCUPANCY

- |                                                                                                |  |
|------------------------------------------------------------------------------------------------|--|
| A. Number of room nights available this period (# of rooms multiplied by # of days in period). |  |
| B. Number of room nights occupied this period.                                                 |  |

### ROOM TAX

1. Enter gross rental revenue, including over 28-day and complimentary rooms for this period. <i>Gross rental revenue includes all rental charges &amp; associated fees.</i>		\$
2. Enter any adjusted revenue from prior month(s). <i>Attach a detailed explanation.</i>	+ or (-)	\$
3. Add lines 1 and 2.	<b>TOTAL REVENUE</b>	\$
4. Enter refunds included in line 1 for this period.	\$ (                    )	
5. Enter complimentary included in line 1 for this period.	\$ (                    )	
6. Enter over 28-day rentals included in line 1 for this period.	\$ (                    )	
7. Enter government exempt rentals included in line 1 for this period.	\$ (                    )	
8. Enter total of lines 4, 5, 6, and 7.	<b>TOTAL EXEMPTIONS</b>	\$ (                    )
9. Deduct line 8 from line 3.	<b>TAXABLE AMOUNT</b>	\$
10. Tax - Enter 13% of line 9 (Line 9 multiplied by .13). <i>Occupancy Tax of 10% + License Tax of 3%.</i>	<b>TOTAL TAX</b>	\$
11. Penalty - Enter 10% of line 10 (Line 10 multiplied by .1, if not remitted by due date, but not less than \$10.00).		\$
12. Interest - Enter 1% of line 10 (Line 10 multiplied by .01, multiplied by # of months, or fraction of month delinquent).		\$
13. Enter total of lines 10, 11 and 12.	<b>REMITTANCE AMOUNT</b>	\$

Make your check payable to the **Douglas County Treasurer** - PO BOX 3000, Minden, NV 89423

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

Authorized Signature	Name	Title
Telephone Number	Email	Date

**PLEASE SUBMIT AN ADDITIONAL COPY WITH YOUR RETURN AND REMITTANCE**  
 Additional forms may be obtained from <http://ctr.douglascountynv.net/forms/RoomTaxForm.pdf>