

## COUNTY OF ADAMS – HOTEL ROOM RENTAL TAX REMITTANCE FORM



Hotel Room Rental Tax is imposed at the rate of 5% of the consideration received by an Operator and/or Booking Agent for each room rental. See Adams County Ordinance. Operators are responsible to collect the tax from their guests and must file a remittance form and remit the amount due on or before the twentieth (20<sup>th</sup>) day of each month for the prior month. Forms must be submitted each month even if no revenue was received.

Period Covered (Month/Year): \_\_\_\_\_

Facility (Business) Name: \_\_\_\_\_

Facility (Business) Address: \_\_\_\_\_

Contact Name & Phone Number: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

		REVENUE	TAX DUE
Line 1	Total <b>GROSS</b> Lodging Receipts (from all revenue streams)	\$	
Line 2	Exempt Revenue – Operator Must Maintain Proper Documentation	\$	
Line 3	Subtotal: Taxable Revenue (L1-L2)	\$	
<b>Less Gross Revenue Collected by AND Submitted from 3rd Party Operators</b>			
Line 4	Hostaway	\$	
Line 5	Airbnb	\$	
Line 6	Booking.com	\$	
Line 7	Expedia	\$	
Line 8	VRBO	\$	
Line 9	Evolve	\$	
Line 10	Hopper	\$	
Line 11	Other - please list	\$	
Line 12	Subtotal: Taxable Revenue from All 3rd party Operators (L4:L11)	\$	
Line 13	<b>BALANCE DUE FROM OPERATOR (L3 - L12)</b>	\$	
Line 14	<b>ACTUAL TAX COLLECTED BY OPERATOR</b>	\$	
Line 15	<b>TAX DUE FROM OPERATOR</b> (Greater of Line 13 or 14)	\$	
Line 16	Operator Adjustments (+/-) Explain on Separate Page	\$	
Line 17	<b>ENCLOSED PAYMENT (L15 + L16)</b>	\$	

Required entry

I hereby certify that this form has been reviewed by me and to the best of my knowledge the information completed herein is a full, true, correct and a complete disclosure of all tax collected or incurred during the period indicated on this return, Any person who willfully fails to or refuses to collect and remit the tax, fails to pay the tax, fails to file a return, files a fraudulent or false return, attempts to prevent full disclosure of taxable hotel sales for payment of the tax a check which is returned to the County of Adams is uncollectable is subject to legal action.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_

Make checks payable to “County of Adams” and deliver to the Adams County Treasurer, 117 Baltimore Street, Gettysburg PA, 17325 Phone: 717-337-9833. Retain a copy for records. Your check is your receipt.