

**CITY OF SPRINGFIELD HOTEL/MOTEL GROSS RENTAL RECEIPTS TAX REPORT**

**TAX PERIOD**

\_\_\_\_\_  
MONTH/YEAR

**DATE PAID**

\_\_\_\_\_

**CHECK #**

\_\_\_\_\_

**AMOUNT PAID**

\_\_\_\_\_

BUSINESS INFORMATION:

BUSINESS OWNER: \_\_\_\_\_

TAX PERIOD: \_\_\_\_\_

**PAYMENT DUE:** \_\_\_\_\_

NUMBER OF  
OCCUPIED ROOMS: \_\_\_\_\_

Has the information above changed? Check box to the right and make corrections on back of coupon!

1. TOTAL GROSS ROOM RENTAL RECEIPTS:  
(INCLUDING SALES TAX AND HOTEL / MOTEL TAX) \$ \_\_\_\_\_
2. LESS NON-TRANSIENT GUEST RECEIPTS: - \_\_\_\_\_  
**NOTE:** An organization who rents a room for 32 days or more for various individuals to use does NOT qualify as a person; therefore, it does not qualify as a non-transient guest, and gross receipts for the room rental are not deductible.
3. NET TAXABLE ROOM RENTAL RECEIPTS (LINE 1 MINUS LINE 2): \$ \_\_\_\_\_
4. TAX DUE (5% OF NET RECEIPTS ON LINE 3): \$ \_\_\_\_\_
5. PENALTY (10% FIRST MONTH AFTER DUE DATE, PLUS 2% EACH ADDTL MONTH): \$ \_\_\_\_\_
6. TOTAL DUE (LINE 4 PLUS LINE 5): \$ \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

MAIL TO: CITY OF SPRINGFIELD-LICENSING DIVISION-PO BOX 8368-SPRINGFIELD, MO 65801

\* As per Sec 70-266, It shall be unlawful for any person to fail to remit to the City the amount collected from another person.