

# BUCKS COUNTY HOTEL ROOM RENTAL TAX REPORT

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**INSTRUCTIONS:**

- Line 1 **Note:** This is revenue from rooms with bed(s) only. Do not include meeting rooms, banquet rooms, and the like. Enter the total of all billable room charges after adjustments. Include charges for No-Shows, rollaway beds and cribs. DO NOT include revenue from meals, beverages, entertainment, or other services.
- Line 2 This is the total amount of all legal and authorized exemptions from Schedule A. Refer to the Resolution or call the Treasurer's Office for assistance (215-348-6248). A copy of Schedule A must accompany this form.
- Line 3 Subtract Line 2 from Line 1. This is the amount which is taxable after all exemptions have been subtracted from Line 1.
- Line 4 Allowable Deduction for Meals. Refer to the following list of applicable deduction rates for meal allowances: Multiply the amount on Line 3 by the rate which applies to your establishment. This is your meal deduction.
- |                           |               |
|---------------------------|---------------|
| Breakfast Only            | 7% of Line 1  |
| Lunch or Dinner Only      | 15% of Line 1 |
| Breakfast & Lunch         | 25% of Line 1 |
| Breakfast & Dinner        | 25% of Line 1 |
| Lunch & Dinner            | 25% of Line 1 |
| Breakfast, Lunch & Dinner | 35% of Line 1 |
- Line 5 Subtract Line 4 from Line 3. This is the amount which is taxable after all exemptions and allowances for meals have been subtracted from billable room charges.
- Line 6 This is your tax obligation. Multiply the amount on Line 5 by 0.03 or 3%.
- Line 7 If payment is late, calculate interest due to County at 1 1/2 % per month, compounded monthly.
- Line 8 This is any amount due to the Hotel for overpayment, as notified by the Office of The Treasurer.
- Line 9 Add Line 7 to Line 6, Subtract Line 8, and enter the amount here. This is your final tax obligation.

*I HEREBY CERTIFY THAT THIS RETURN HAS BEEN EXAMINED BY ME AND THAT THE INFORMATION HEREIN IS TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.*

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SIGNATURE	TITLE	DATE
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NAME OF ESTABLISHMENT (NOT CORPORATION)	PERIOD REPORTING FOR:	FROM	TO
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THE BUCKS COUNTY HOTEL ROOM RENTAL TAX IS IMPOSED AT THE RATE OF 3% OF THE CONSIDERATION RECEIVED BY EACH OPERATOR OF A FACILITY WITHIN BUCKS COUNTY FROM EACH TRANSACTION OF RENTING A ROOM OR ROOMS.

THIS TAX IS TO BE COLLECTED BY THE OPERATOR OF EACH FACILITY FROM EACH PATRON WHO RENTS A ROOM. EACH OPERATOR IS REQUIRED TO FILE A TAX RETURN AND REMIT TAX DUE ON OR BEFORE THE LAST DAY OF THE MONTH SUBSEQUENT TO THE MONTH IN WHICH THE TAX IS LEVIED. IF THERE IS NOT TAX DUE FOR A GIVEN PERIOD, FILE RETURN INDICATING "NO TAX DUE" ON THE TAX DUE LINE (Line 17).

**MAKE CHECK PAYABLE TO BUCKS COUNTY TREASURER**

**REMIT TO: COUNTY OF BUCKS, OFFICE OF THE TREASURER  
55 EAST COURT STREET  
DOYLESTOWN, PA 18901**