Grant County Transient Room Tax Return

Grant County Deputy Judge/Executive: Colton Simpson
101 N Main Street, Suite 3
Williamstown, Ky 41097
(859) 823-7561

Account Number Issued by Grant County:_____

Please Select From the Following: Hotel___Motel ___ STRP___ OTHER____

Corporation Name:_____

Address:_____ DBA:_____

City, State, Zip:_____ FEIN:_____

Phone Number: _____

Email:_____

Registered Agent/Manager:_____ TAX PERIOD: 1 2 3 4

Address:_____

City, State, Zip:_____ Beginning Date:_____

Phone Number:_____ End Date:_____

Email:_____

1. Total Number of Bedrooms in Property . . . . . _____
2. Total Number of Nights Sold This Tax Period, Including Permanent Guest Rentals . . . . . _____
3. Total Gross Room Rental Receipts including Adjustments . . . . . $_____
4. Adjustments Claimed (See Instruction #2 Below) . . . . . (_____)
5. Total Taxable Guest Rental Receipts (Diff. between lines 3 and 4) . . . . . $_____
6. Tax Due (3% of Line 5). . . . . $_____
7. Penalty and/or Interest Due (See Instruction #5). . . . . $_____
8. **Total Payment Due** (Line 6 plus line 7) . . . . . $_____

I hereby certify that the statements made herein and in any supporting schedules are true, correct and complete to the best of my knowledge.

_____

Signature Title Date

Instructions

1. **When & Where to File**: The Transient Room Tax Return is due on a Quarterly Basis, on or before (1) April 30th, (2) July 31st, (3) October 31st, and (4) January 31st. If no taxes are due, please send a signed return. All returns should be mailed and made out to the **Grant County Tax Administrator**, at 101 N Main Street, Suite 3, Williamstown, Ky 41097.
2. **Adjustments:** All adjustments must be listed and explained on the back of this form. Items already adjusted through Gross Room Rentals are not to be deducted again. Adjustments allowable are: Adjustments to room rates for complaints, etc., bad debts, complimentary rooms, coupons, discounts, front desk errors, guaranteed no shows not collected, and refunds.
3. **Rate of Tax:** The Grant County Fiscal Court pursuant to KRS 91A.390 have levied a three (3) percent transient room tax to provide funds for the operation of the Grant County Tourism Commission.
4. **Notice of Change in TAX ACCOUNT: If any change to your Account occurs, notify the Grant County Tax Administrator.**
5. **Liability for Late or Incomplete Filing: Any return postmarked after the deadline will be considered late and a penalty and interest may be charged at a rate of 12% per annum. A penalty of 10% of the amount of the unpaid tax may also be charged. Anyone who refuses or fails to pay this tax may be subject to a fine of not less than $25 but no more than $200 for each day the payment is due and not paid.**