COUNTY OF ADAMS - HOTEL ROOM RENTAL TAX REMITTANCE FORM

TAXPAYER INFORMATION

The "Hotel Room Rental Tax" is imposed at the rate of 5% - of the consideration received by each operator of a hotel, short term rental, guest house, inn or B&B – within Adams County from each transaction of renting a room or rooms. The tax is to be collected by the operator of each establishment – from each patron who rents a room. Each operator is required to file a remittance form and remit the tax amount due on or before the twentieth (20th) day of the month subsequent to the month in which the tax was levied.

INSTRUCTIONS

1. Complete "Booking Agent" Summary Sheet – (If Applicable) – Carry This Figure Forward to Line No. 2
2. Complete "Tax Exemption" Summary Sheet & "Tax Exemption" Declaration Sheet – (If Applicable)
3. If There Is No Tax Due For A Given Period – Please Indicate **"NO TAX DUE"** On Remittance Form
4. Make Check Payable To – "County of Adams"
5. Mail Or Hand Deliver This Form With Your Check To:

   Adams County Treasurer
   117 Baltimore Street – Room 101
   Gettysburg, PA 17325

   Phone: 717-337-9833

For month of _____

Establishment/Venue Name _____ Phone: _____

Address _____

_____

Mailing Address If Different Than Establishment/Venue Address _____

_____

_____

1. **CAPACITY & ROOMS OCCUPIED**

   Number Of Rooms Available For Occupancy _____

   Number Of Days In Period Reported _____

   Capacity _____

   Number Of Rooms Occupied For Period _____

2. **TOTAL REVENUE OF RENTALS FOR REPORTING PERIOD** $ _____

   Less Tax Exempt Revenue – (Documentation Attached) $ _____

   Less Booking Agent Rentals - (Documentation Attached) $ _____

3. Total Taxable Rentals $ 0 _____
4. Tax Rate 5%
5. Tax Amount Due $_____
6. Penalty Payment – (If Applicable) $_____
7. Adjustments (+/-) $_____
8. Total Tax Amount Due $_____

_____

Signature

_____

Title

Date _____

Please provide a brief explanation of any referenced adjustments on this form:

_____

_____

_____

I hereby certify that this form has been reviewed by me and to the best of my knowledge the information contained 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 or presents for payment of the tax a check which is returned to the County of Adams as uncollectible – may be subject to further legal action.

RETAIN A COPY FOR YOUR RECORDS – YOUR CANCELLED CHECK IS YOUR RECEIPT

REVISED – 06/2019