

# POTTER COUNTY ROOM RENTAL EXCISE TAX

PLEASE CHECK EITHER MONTHLY \_\_\_\_\_ OR QUARTERLY \_\_\_\_\_ REPORT

Facility County Excise Tax #

**OFFICE USE ONLY**

Date Paid \_\_\_\_\_

Check # \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Reporting Period**  **To**

<b>Gross Receipts (Not Including Taxes Collected):</b>	\$
<b>Less Permanent Resident Receipts:</b>	\$
<b>Less Exempt Receipts:</b>	\$
<b>Taxable Receipts:</b>	\$
<b>Amount of Tax Collected at 5%:</b>	\$
<b>Tax Due:</b>	\$
<b>Plus Late Payment at 1.5% per Month:</b>	\$
<b>Total Payment Due:</b>	\$

**Number of Rooms available to rent at the Facility:** \_\_\_\_\_

This tax is to be collected from each patron who rents a room less than 30 days by the operator of each facility.

Each operator who is required to file a sales tax return to the Pennsylvania Department of Revenue on a **monthly basis** shall submit the required reports to the Treasurer on or before the twenty-fifth (25<sup>th</sup>) day of the following month in which the tax was levied. If the operator is required to file a sales tax return on a **quarterly basis**, then submit the required report to the Treasurer on or before the twenty-fifth (25<sup>th</sup>) day of the month following the calendar quarter. If there is no tax due for a given period, file return indicating "**NO TAX DUE**" on the tax due line.

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.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

Remit by the 25<sup>th</sup> of each month for the prior month

Make check payable to: Potter County Treasurer  
Mail to: Potter County Treasurer's Office, 1 North Main Street, Coudersport PA 16915