

**CARSON CITY CULTURE & TOURISM AUTHORITY**  
**OPERATORS MONTHLY TRANSIENT LODGING TAX RETURN - REVENUE REPORT**

Lodging Property Name & Address:

Mailing Address:

FOR THE MONTH OF:

DUE ON OR BEFORE:

**\*\*\* PLEASE READ CTA ROOM TAX POLICIES AND PROCEDURES BEFORE FILING OUT FORM\*\*\***

OPERATOR'S MONTHLY TRANSIENT LODGING TAX FOR THE PERIOD

FROM: \_\_\_\_\_ To: \_\_\_\_\_

|   |  | REPORTED | DO NOT WRITE<br>IN THIS COLUMN |
|---|--|----------|--------------------------------|
| 1. GROSS RENTAL REVENUE INCLUDING YOUR 28 DAY (OR MORE) RENTALS     |  |          |                                |
| 2. ADJUSTMENTS FOR REVENUE FOR PRIOR MONTHS (Attach an explanation) |  |          |                                |
| 3. TOTAL (Line 1 plus or minus Line 2)                              |  |          |                                |
| <b>DEDUCTIONS</b>   |  |          |                                |
| 4. RENTAL REVENUE - 28 DAYS OR MORE (Rentals included in Line 1)    |  |          |                                |
| 5. REFUNDS PAID BY YOU  |  |          |                                |
| 6. GOVERNMENT EXEMPTIONS (Attach documentation)                     |  |          |                                |
| 7. TOTAL DEDUCTIONS (Line 4 + 5 + 6)                                |  |          |                                |
| 8. TAXABLE ROOM RENTAL REVENUE (Line 3 less Line 7)                 |  |          |                                |
| 9. GROSS TAX 11% OF LINE 8.   |  |          |                                |
| 10. PENALTY (if any - see instructions)                             |  |          |                                |
| 11. INTEREST (If any - 1.5% per month or fraction thereof)          |  |          |                                |
| 12. TOTAL AMOUNT DUE AND PAYABLE                                    |  |          |                                |

Refer to Carson City Culture & Tourism Authority Room Tax Policies and Procedures before charging tax or completing form. Penalties and interest are assessed on all delinquent payments. To avoid penalties, returns and remittance should be mailed in time to be postmarked prior to midnight of the due date. Please call (775) 687-7410 to request a copy of the Policies & Procedures.

**I HEREBY CERTIFY**, that I have examined this report and that the statements made and the figures shown herein and in any accompanying schedules are to the best of my knowledge and belief a true and complete return made in good faith for the period stated, pursuant to the Applicable Carson City Ordinance.

Signed \_\_\_\_\_

Name & Title \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Date \_\_\_\_\_



PLEASE MAKE YOUR CHECK PAYABLE TO:  
CARSON CITY CULTURE & TOURISM AUTHORITY  
716 N CARSON ST, SUITE A  
CARSON CITY NV 89701-4079

Please complete Occupancy Report on reverse side

**CARSON CITY CULTURE & TOURISM AUTHORITY**  
**OPERATORS MONTHLY TRANSIENT LODGING TAX RETURN - OCCUPANCY REPORT**

Lodging Property Name & Address:

FOR THE MONTH OF:

DUE ON OR BEFORE:

1. Total number of room nights available to rent during the month  
(do NOT include rooms that are out of service)

\_\_\_\_\_

\*2. Total number of room nights occupied by 28 day or more rentals (Non-taxable).

\_\_\_\_\_

**The following rules apply to any rental revenue for a room or rooms for a period of 28 days or more.**

A. There is excepted from the transient lodging tax, each rental by any licensee of a room or rooms, for a period of 28 **consecutive** days or more.

B. No rental shall be deemed to have been made for a period of 28 days or more unless the room, or rooms, rented to the lessee is **paid for in advance** for at least such period or have been previously rented by the lessee continuously for such a period.

\*When reporting the number of room nights occupied by 28 day or more rentals, only report the actual number of room nights that fall in the reporting month, e.g., a room is rented for 30 nights and 8 nights are in the previous month and 22 nights are in the current month, the number of room nights occupied for 28 days or more during the current month should be 22.

3. Total number of available room nights for the **taxable transient rental** (less than 28 day stay)  
(Subtract Line #2 from Line #1)

\_\_\_\_\_

4. Total number of **taxable transient** room nights rented during the month (less than 28 day stay)

\_\_\_\_\_

5. Percent of transient occupancy:

\_\_\_\_\_

*Total number of transient occupied rooms divided by rooms available (Line #4 divided by Line #3)*

Please complete Revenue Report on reverse side