



**OPERATOR'S MONTHLY TRANSIENT LODGING TAX RETURN**

A PENALTY OF \$100.00 OR 10% OF GROSS TAX, WHICHEVER IS GREATER, WILL BE APPLIED TO ALL DELINQUENT RETURNS. INTEREST IN THE AMOUNT OF 1 1/2% PER PERIOD OR FRACTION OF A PERIOD IS CHARGED ON ALL DELINQUENT BALANCES. A RETURN MUST BE FILED FOR EACH REPORTING PERIOD REGARDLESS OF TAX LIABILITY.

	This Report is for
	the Period of:
	Due:
	<b>Delinquent After:</b>
<b>OCCUPANCY</b>	
A. Number of room nights available this period (# of rooms times days in the period).	
B. Number of taxable room nights occupied this period.	
C. Number of room nights occupied by conventions / meeting guests this period.	
D. Receipts from rooms occupied by conventions / meeting guests this period.	
E. Number of room nights occupied by complimentary guests this period.	
F. Number of room nights occupied by over 28-day guests this period.	
G. Number of room nights occupied by government exempt guests this period.	
H. Number of room nights occupied by complimentary guests subject to the tourism surcharge this period.	
<b>TRANSIENT LODGING TAX</b>	
1. Enter gross receipts, including over 28-day and complimentary rooms for this period.	
2. Enter any adjustments from prior period(s). Attach a detailed explanation. (+) or (-)	
3. Add lines 1 and 2. <span style="float:right;">TOTAL RECEIPTS</span>	
4. Enter refunds included in line 1 for this period. <span style="float:right;">\$ -</span>	
5. Enter complimentary included in line 1 for this period.	
6. Enter over 28-day rentals included in line 1 for this period. <span style="float:right;">\$ -</span>	
7. Enter government exempt rentals included in line 1 for this period.	
8. Enter total of lines 4, 5, 6, and 7. <span style="float:right;">TOTAL EXEMPTIONS</span>	\$ -
9A Enter taxable "other" room receipts (resort fee, upgrade, pet fee, etc.).	
9B Enter taxable receipts. Deduct lines 8 and 9a from line 3.	
9. Taxable Amount. Add 9a and 9b for total taxable room rental receipts <span style="float:right;">TAXABLE AMOUNT</span>	\$ -
10. Enter 1% of line 9. <span style="float:right;">\$ -</span>	
11. Enter 12.5% of line 9. <span style="float:right;">\$ -</span>	
12. Your property <input type="checkbox"/> is <input type="checkbox"/> is not eligible for 2.00% collection allowance. If eligible, enter 2.00% of line 11. <span style="float:right;">\$ -</span>	
13. Deduct line 12 from line 11. <span style="float:right;">\$ -</span>	
14. Surcharge <input type="checkbox"/> is <input type="checkbox"/> is not applicable to your property. If applicable, enter \$0.00 total of lines B+F+G+H <span style="float:right;">\$ -</span>	
15. Add line 10 and line 13. <span style="float:right;">Line 13 + Line 10</span> <span style="float:right;">TOTAL TAX</span>	\$ -
16. Other penalty or credit advice you have received from the Authority (balance due). <span style="float:right;">\$ -</span>	
17. Add lines 14, 15 and 16. <span style="float:right;">REMITTANCE AMOUNT</span>	\$ -
<p>Make your check payable to: RENO-SPARKS CONVENTION &amp; VISITORS AUTHORITY (RSCVA)            Mail to: Reno-Sparks Convention &amp; Visitors Authority, Attn: Room Tax, P.O. Box 837, Reno, Nevada 89504            For rules, regulations or instructions to complete this return, contact the Room Tax Department at (775) 827-7743, fax (775) 827-7745,            or E-mail taxdepartment@rscva.com.</p> <p>The owners of the above-named facility certify that the above and foregoing report is a true and correct statement of gross receipts and tax collected under and pursuant to applicable ordinances by the above-named establishment for the period covered by this return, and in the absence of my signature the undersigned has the authority to sign on my behalf.</p>	
(Print Name) _____	(Signature) _____
(Title) _____	(Date) _____