



The City of
OKLAHOMA CITY
 Finance Department
 City Treasurer's Office

Monthly Hotel Room Tax Report

Remittance Address: City of Oklahoma City
 City Treasurer's Office
 420 West Main, Suite 130
 Oklahoma City, OK 73102

Certificate # _____

Sales Tax Permit # _____

Federal ID # _____

 Name of Tax Payer

 Name of Hotel

 Street Address, Rural Route or P.O. Box Number

 Physical Address

 City, State, Zip

 City, State, Zip

CALENDAR MONTH, YEAR COVERED BY THIS REPORT _____, _____

Number of Rooms Available _____

Number of Rooms Sold _____

MONTHLY COMPUTATION OF HOTEL TAX

1. GROSS RECEIPTS - All lodging furnished to guests.....	\$	_____
2. EXEMPTIONS - As defined in the Oklahoma City Municipal Code, § 52-64.1. Attach Exemption Forms.....	\$	_____
3. NET TAXABLE RECEIPTS - Line 1 less Line 2.....	\$	_____
4. GROSS TAX DUE - Enter 5.5% of Line 3.....	\$	_____
5. DISCOUNT - If paid by 15th after month close - enter 3% of Line 4.....	\$	(_____)
6. INTEREST - 2% per month from date of delinquency (Delinquent if not paid within 15 days following month close).....	\$	_____
7. PENALTY - 10% per month to a maximum of 50% as defined in § 52-72.	\$	_____
8. NET TAX - Line 4 Plus or Minus Lines 5, 6, and/or 7.....	\$	=====
9. PRIOR PERIOD CORRECTION - INVOICE OR CREDIT MEMO (ATTACH COPY)	\$	_____
10. TOTAL HOTEL TAX PAID	\$	=====

I hereby certify that the information and statements contained herein and in any schedules or exhibits are true and correct.

 Name (Please print)

 Title

 Signature

 Date

Please retain a copy for your records.

For assistance, please contact us at (405) 297-2229.