



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 \_\_\_\_\_  
 Street Address, Rural Route or P.O. Box Number \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

Name of Hotel \_\_\_\_\_  
 Physical Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

CALENDAR MONTH, YEAR COVERED BY THIS REPORT \_\_\_\_\_, \_\_\_\_\_

Number of Rooms Available \_\_\_\_\_ Number of Rooms Sold \_\_\_\_\_  
**THIS IS THE NUMBER OF ROOM AVAILABLE MULTIPLIED BY THE NUMBER OF NIGHTS IN THE MONTH.** **THIS IS THE NUMBER OF ROOMS RENTED FOR THE MONTH.**

### MONTHLY COMPUTATION OF HOTEL TAX

1. GROSS RECEIPTS - All lodging furnished to guests..... <b>THIS IS THE REVENUE GENERATED BY RENTING SLEEP ROOMS.</b>	\$	_____
2. EXEMPTIONS - As defined in the Oklahoma City Municipal Code, § 52-64.1. <b>THIS IS WHERE YOU PUT THE TOTAL AMOUNT THAT YOU EXEMPTED FROM HOTEL TAX. YOU MUST ATTACH THE EXEMPTION FORMS.</b>	\$	_____
3. NET TAXABLE RECEIPTS - Line 1 less Line 2..... <b>THIS IS THE RESULT OF SUBTRACTING THE EXEMPTIONS FROM THE REVENUE.</b>	\$	_____
4. GROSS TAX DUE - Enter 5.5% of Line 3..... <b>TAKE AMOUNT FROM LINE 3 AND MULTIPLY IT BY 5.5%. THE RESULT IS THE TAX DUE.</b>	\$	_____
5. DISCOUNT - If paid by 15th after month close - enter 3% of Line 4..... <b>IF THE REPORT IS RECEIVED IN OFFICE BY 15<sup>TH</sup>, YOU MAY MULTIPLY THE GROSS TAX DUE BY 3%. THIS AMOUNT IS SUBTRACTED FROM THE GROSS TAX DUE. IF THE 15TH FALLS ON A WEEKEND OR HOLIDAY, YOU HAVE TILL THE NEXT BUSINESS DAY.</b>	\$	( _____ )
6. INTEREST - 2% per month from date of delinquency (Delinquent if not paid within 15 days following month close)..... <b>IF THE REPORT IS NOT RECEIVED BY ON THE DUE DATE, MULTIPLY THE GROSS TAX DUE BY THE NUMBER OF DAYS LATE DIVIDED BY THE NUMBER OF DAYS IN THE MONTH AND TIMES BY 2% AND ADD THE AMOUNT.</b>	\$	_____
7. PENALTY - 10% per month to a maximum of 50% as defined in § 52-72. <b>IF THE REPORT IS NOT RECEIVED UNTIL THE FIRST OF THE NEXT MONTH, THEN MULTIPLY THE TAXES DUE BY 10% (MAX OF 50%) FOR EACH MONTH AND ADD TO THE AMOUNT DUE.</b>	\$	_____
8. NET TAX - Line 4 Plus or Minus Lines 5, 6, and/or 7..... <b>ADD THE GROSS TAX DUE, SUBTRACT THE DISCOUNT OR ADD THE INTEREST AND PENALTY IF THE REPORT IS LATE.</b>	\$	=====
9. PRIOR PERIOD CORRECTION - INVOICE OR CREDIT MEMO (ATTACH COPY) <b>IF YOU ARE PAYING A CORRECTION INVOICE OR USING A CREDIT MEMO, LIST THE AMOUNT ON THIS LINE AND ENCLOSE A COPY OF THE DOCUMENTATION.</b>	\$	_____
10 TOTAL HOTEL TAX PAID <b>THIS IS THE TOTAL AMOUNT YOU ARE PAYING, IT SHOULD MATCH THE AMOUNT ON THE CHECK OR CREDIT CARD AUTHORIZATION THAT YOU ARE ISSUING.</b>	\$	=====

I hereby certify that the information and statements contained herein and in any schedules or exhibits are true and correct.  
**ALWAYS SIGN AND DATE YOUR REPORT**

Name (Please print) \_\_\_\_\_ Title \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Please retain a copy for your records.

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

Attachment D2