

JEFFERSON COUNTY HOTEL ROOM TAX

Monthly Report

For Month of _____20__

Establishment _____

Booking Agent (if applicable) _____

Operator's Name _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **E-Mail** _____

On Site Gross Receipts	Booking Agent Receipts
Less Permanent Residents*	Not Applicable
Less Other Guest Exemptions*	Not Applicable
Adjustments +/- **	Adjustments +/- **
Taxable Receipts	Taxable Receipts
5% Tax Collected	5% Tax Collected
Late Filing Fee	Late Filing Fee
Late Interest Payment (1.5% per month)	Late Interest Payment (1.5% per month)
Total Payment Due	Total Payment Due

- *Establishment must be able to produce, on request, any "Individual Exemption Applications" filed for Permanent Residents and other Exempted Guests.
- **Explanation required for any adjustments (i.e. audit correction, etc.) Attach separate sheet if necessary.

This tax is to be collected by the operator or booking agent of each facility for each room rental. Each business is required to file a tax return and remit any tax due on or before the 25th of the following month. **Even if no tax is due for any given month, a return, indicating "No Tax Due", must be filed.**

"I certify that all information provided is correct and complete to the best of my knowledge."

Authorized Signature _____ Date _____

Make Check Payable to: Jefferson County Treasurer
155 Main St Room 101
Brookville PA 15825

Phone: 814-849-1678
E-Mail: treasurer@jeffersoncountypa.com