

CHESTER COUNTY HOTEL ROOM RENTAL TAX REPORT

FROM: _____ THROUGH: _____

1	All Revenue From the Rental of Rooms with Beds.....	1	\$	-
2	Exempt Room Revenue (from Schedule A; Report Of Exempt Revenue).....	2	\$	-
3	Net Taxable Room Revenue After Exemptions.....	3	\$	-
4	Allowable Exemption for Meals Included In Room Charge.....	4	\$	-
5	Net Taxable Room Revenue After All Exemptions.....	5	\$	-
6	Tax Obligation (Multiply Line 5 by 2%).....	6	\$	-
7	Interest Penalty Due to County for late filing (1 1/2% of Line 6 compounded monthly).....	7	\$	-
8	Credit Due To Hotel as notified by Office of The Treasurer.....	8	\$	-
9	Hotel Room Rental Tax Due.....	9	\$	-

INSTRUCTIONS:

- Line 1 **Note:** This is revenue from rooms with bed(s) only. Do not include meeting rooms, banquet rooms, and the like. Enter the total of all billable room charges after adjustments. Include charges for No-Shows, rollaway beds and cribs, partial use, day use, early departure penalty, late arrival penalty and pet fees. DO NOT include revenue from meals, beverages, entertainment, or other services.
- Line 2 This is the total amount of all legal and authorized exemptions from Schedule A. Refer to the Ordinance or call the Treasurer's Office for assistance (610-344-6374). White copy of Schedule A must accompany this form.
- Line 3 Subtract Line 2 from Line 1. This is the amount which is taxable after all exemptions have been subtracted from Line 1.
- Line 4 Allowable Exemption for Meals. Refer to the following list of applicable deduction rates for meal allowances: Multiply the amount on Line 3 by the rate which applies to your establishment. This is your meal exemption.
- | | |
|---------------------------|---------------|
| Breakfast Only | 7% of Line 3 |
| Lunch or Dinner Only | 15% of Line 3 |
| Breakfast & Lunch | 25% of Line 3 |
| Breakfast & Dinner | 25% of Line 3 |
| Lunch & Dinner | 25% of Line 3 |
| Breakfast, Lunch & Dinner | 35% of Line 3 |
- Line 5 Subtract Line 4 from Line 3. This is the amount which is taxable after all exemptions and allowances for meals have been subtracted from billable room charges.
- Line 6 This is your tax obligation. Multiply the amount on Line 5 by 0.02 or 2%.
- Line 7 If payment is late, you will be invoiced by the Treasurer's Office. Include that amount here, if not paid separately.
- Line 8 This is any amount due to the Hotel for overpayment, as notified by the Treasurer's Office.
- Line 9 Add Line 7 to Line 6, Subtract Line 8, and enter the amount here. This is your final tax obligation.

I HEREBY CERTIFY THAT THIS RETURN HAS BEEN EXAMINED BY ME AND THAT THE INFORMATION HEREIN IS TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE	TITLE	DATE
NAME OF ESTABLISHMENT	TAX ID	

THE CHESTER COUNTY HOTEL ROOM RENTAL TAX IS IMPOSED AT THE RATE OF 2% OF THE CONSIDERATION RECEIVED BY EACH OPERATOR OF A FACILITY WITHIN CHESTER COUNTY FROM EACH TRANSACTION OF RENTING A ROOM OR ROOMS.

THIS TAX IS TO BE COLLECTED BY THE OPERATOR OF EACH FACILITY FROM EACH PATRON WHO RENTS A ROOM. EACH OPERATOR IS REQUIRED TO FILE A TAX RETURN AND REMIT TAX DUE ON OR BEFORE THE 25TH DAY OF THE MONTH SUBSEQUENT TO THE MONTH IN WHICH THE TAX IS LEVIED. IF THERE IS NO TAX DUE FOR A GIVEN PERIOD, FILE RETURN INDICATING "NO TAX DUE" ON THE TAX DUE LINE (Line 9).

MAKE CHECK PAYABLE TO CHESTER COUNTY TREASURER.

REMIT TO: COUNTY OF CHESTER, OFFICE OF THE TREASURER
 2 N. HIGH STREET, SUITE 120, P.O. BOX 2748
 WEST CHESTER, PA 19380-0991