

GRANT COUNTY TRANSIENT ROOM TAX RETURN

Grant County Treasurer 101 S. Main Street Williamstown, Ky. 41097 E. I. NUMBER: 61-6000989	BUSINESS LICENSE # _____
HOTEL ____ MOTEL ____ COTTAGE ____ CABIN ____ AIRBNB ____ CAMPGROUND: ____ VRBO ____ (check one)	
Corporation Name: _____ Address: _____ City, State, Zip: _____ Phone/Email: _____	DBA: _____ Corporate EIN: _____
Registered Agent: Address: _____ City, State, Zip: _____ Phone Number: _____ Email: _____	TAX PERIOD Mo. Day Year BEGINNING _____ ENDING _____

TAX COMPUTATION

1. Total number of guests rooms in property	_____
2. Total number of room nights sold this tax period, including the permanent guest rentals	_____
3. Total gross room rental receipts including adjustments	\$ _____
4. Adjustments claimed (see instruction #2)	(_____)
5. Total taxable guest rental receipts (diff. between lines 3 and 4)	_____
6. Tax due (3% of line 5)	_____
7. Special transient room tax (0% of line 5 (reserved for future use)	_____ -0- _____
8. Penalty and/or interest due (see instruction #7)	_____
9. TOTAL PAYMENT DUE (line 6 plus line 7 plus line 8)	\$ _____

RETURN MUST BE SIGNED	I hereby certify that the statements made herein and in any supporting schedules are true, correct and complete to the best of my knowledge.
_____ Signature - Taxpayer	_____ Title
	_____ Date
Make check payable to: Grant County Treasurer, 101 N. Main Street, Williamstown, Ky 41097	

INSTRUCTIONS

1. **WHEN & WHERE TO FILE:** The Transient Room Tax Return is due quarterly (Sept., Dec., March & June) on or before the last day of the next month immediately following each quarter. A signed return should be filed even if no tax is due. **ALL LINES OF THE RETURN MUST BE COMPLETED WITH AN AMOUNT OR ZERO (-0-) FOR PROCESSING.** The return should be mailed to the Grant County Treasurer, 101 N. Main Street, Williamstown, KY 41097.
2. **ADJUSTMENTS:** All adjustments must be listed and explained on the back of this form. Items already adjusted through Gross Room Rentals are not to be deducted again. Adjustments allowable are: Adjustments to room rates for complaints, etc., bad debts, complimentary rooms, coupons, discounts, front desk errors, guaranteed no shows not collected, and refunds.
3. **RATE OF TAX:** The Fiscal Court of Grant County pursuant to KRS 91A.390 have levied a three (3) percent transient room tax to provide funds for the operation of its Tourism Commission.
4. **NOTICE OF CHANGE IN TAX ACCOUNT:** If you have moved to another location, changed the name of your business, changed the type of ownership or had a change of partners in a partnership, please notify the Tax Administrator immediately for a new business license, account number and new return forms.
5. **SIGNATURE:** Each Transient Room Tax Return must be dated and signed by an authorized representative of the taxpayer. An unsigned or incomplete return is **NOT** valid, and may lead to loss of benefits related to timely filing.
6. **HOW TO PAY:** The amount shown on line nine (9) of the Transient Room Tax Return must be paid with the return. Check or Money Order should be made payable to "Grant County Treasurer".
7. **LIABILITY FOR LATE OR INCOMPLETE FILING:** Any return postmarked after the deadline will be considered late and a penalty and interest may be charged at a rate of 12 percent per annum, . A penalty of 10 percent of the amount of the unpaid tax may also be charged. In addition anyone refusing to fail, neglect or refuse to pay the tax shall be subject to a fine of not less than \$25 nor more than \$200 for each day the payment is due and not paid.