

Grant County Transient Room Tax Return

Grant County Tax Administrator: Colton Simpson 101 N Main Street, Suite 3 Williamstown, Ky 41097 (859) 823-7561	Account Number Issued by Tax Administrator: _____
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Please Select From the Following: Hotel ___ Motel ___ AIRBNB ___ Campground ___ VRBO ___	
Corporation Name: _____	
Address: _____	DBA: _____
City, State, Zip: _____	FEIN: _____
Phone Number: _____	
Email: _____	

Registered Agent/Manager: _____	TAX PERIOD: 1 2 3 4
Address: _____	
City, State, Zip: _____	Beginning Date: _____
Phone Number: _____	End Date: _____
Email: _____	

1. Total Number of Bedrooms in Property	_____
2. Total Number of Nights Sold This Tax Period, Including Permanent Guest Rentals	_____
3. Total Gross Room Rental Receipts including Adjustments	\$ _____
4. Adjustments Claimed (See Instruction #2 Below)	(_____)
5. Total Taxable Guest Rental Receipts (Diff. between lines 3 and 4)	\$ _____
6. Tax Due (3% of Line 5).	\$ _____
7. Penalty and/or Interest Due (See Instruction #5).	\$ _____
8. Total Payment Due (Line 6 plus line 7)	\$ _____

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	Title	Date

Instructions

- 1. When & Where to File:** The Transient Room Tax Return is due on a Quarterly Basis, on or before (1) April 30th, (2) July 31st, (3) October 31st, and (4) January 31st. If no taxes are due, please send a signed return. All returns should be mailed and made out to the **Grant County Tax Administrator**, at 101 N Main Street, Suite 3, 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 Grant County Fiscal Court pursuant to KRS 91A.390 have levied a three (3) percent transient room tax to provide funds for the operation of the Grant County Tourism Commission.
- 4. Notice of Change in TAX ACCOUNT:** If any change to your Account occurs, notify the Grant County Tax Administrator.
- 5. 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% per annum. A penalty of 10% of the amount of the unpaid tax may also be charged. Anyone who refuses or fails to pay this tax may be subject to a fine of not less than \$25 but no more than \$200 for each day the payment is due and not paid.