

## Grant County Transient Room Tax Return

Grant County Fiscal Court  
101 N Main Street, Suite 3  
Williamstown, KY 41097  
(859) 823-7561

Account Number Issued by Grant County: \_\_\_\_\_

Please Select From the Following: Hotel \_\_\_ Motel \_\_\_ STRP \_\_\_ OTHER \_\_\_

Corporation Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

DBA: \_\_\_\_\_

FEIN: \_\_\_\_\_

Registered Agent/Manager: \_\_\_\_\_

TAX PERIOD: 1 2 3 4

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Beginning Date: \_\_\_\_\_

End Date: \_\_\_\_\_

### Lines 1-8 are strictly for Rentals using AIRBNB and/or Direct Bookings (D.B.)

1. Total Number of Bedrooms in Property . . . . .
2. Total Number of Nights Sold This Tax Period . . . . .
3. (From AIRBNB & D.B) Gross Room Rental Receipts including Adjustments . . . . . \$
4. Adjustments Claimed from AIRBNB & D.B. . . . . \$
5. Total Taxable Receipts from AIRBNB & D.B. (Diff. between lines 3 and 4) . . . . . \$
6. Tax Due (3% of Line 5) ONLY FROM AIRBNB & D.B. RECEIPTS. . . . . \$
7. Penalty and/or Interest Due (See Instruction #5). . . . . \$
8. Total Due from Airbnb and/or Direct Bookings (Line 6 plus line 7) . . . . . \$

### Automatic Withholding & Remittance from Platforms compliant with HB 8

9. Gross Room Rental Receipts (ALL OTHER PLATFORMS) Including Adjustments). . . . . \$
10. Adjustments Claimed (See Instruction #2 Below) . . . . . \$( )
11. Total Taxable Guest Rental Receipts (Diff. between lines 9 and 10) . . . . . \$
12. Tax Due (3% of Line 11). . . . . \$
13. Amount Withheld by Platforms and automatically sent to County. . . . . \$
14. Amount not withheld by platforms (To be included in check) (Line 12 should Equal Lines 13 and 14) \$
15. Penalty and/or Interest Due (See Instruction #5). . . . . \$
16. Total Automatic Payment to Be Made by Platforms (Line 12 plus line 13) . . . . . \$
17. TOTAL TAXES COLLECTED BY COUNTY (LINE 8 plus Line 14) . . . . . \$

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

Please Note: Airbnb does not remit taxes automatically. VRBO and other platforms are in compliance with HB 8.

### Instructions

1. **When & Where to File:** The Transient Room Tax Return is due on a Quarterly Basis, on or before (1) April 30<sup>th</sup>, (2) July 31<sup>st</sup>, (3) October 31<sup>st</sup>, and (4) January 31<sup>st</sup>. 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 **Attn: Tax Admin, 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 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.