

COUNTY OF ADAMS – HOTEL ROOM RENTAL TAX REMITTANCE FORM

Hotel Room Rental Tax is imposed at the rate of 5% of the consideration received by an Operator and/or Booking Agent for each room rental. See Adams County Ordinance. Operators are responsible to collect the tax from their guests and must file a remittance form and remit the amount due on or before the twentieth (20th) day of each month for the prior month. Forms must be submitted each month even if no revenue was received.

Period Covered (Month/Year): _____

HOTEL INFORMATION

Facility Name: _____

Address: _____

Contact Name and Phone: _____

Mailing Address if Different than Facility Address: _____

TAX DUE

Line 1	Gross Revenue - Total Gross Lodging Receipts	\$	
Line 2	Exempt Revenue – Operator Must Maintain Proper Documentation	\$	
Line 3	TAXABLE REVENUE (L1-L2)	\$	

	Tax Rate – 5%		
Line 4	TOTAL TAX DUE (L3 x 5%)	\$	

Line 5	Credit for Tax Remitted by Airbnb	\$	
Line 6	Credit for Tax Remitted by VRBO/HomeAway	\$	
Line 7	Credit for Tax Remitted By:	\$	
Line 8	BALANCE DUE FROM OPERATOR (L4 – L5 – L6 – L7)	\$	

Line 9	Actual Tax Collected by Operator	\$	
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Line 10	TAX DUE FROM OPERATOR (Greater of Line 8 or 9)	\$	
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Line 11	Operator Adjustments (+/-) Explain on Separate Page	\$	
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Line 12	ENCLOSED PAYMENT (L10 + L11)	\$	
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I hereby certify that this form has been reviewed by me and to the best of my knowledge the information completed herein is a full, true, correct and a complete disclosure of all tax collected or incurred during the period indicated on this return, Any person who willfully fails to or refuses to collect and remit the tax, fails to pay the tax, fails to file a return, files a fraudulent or false return, attempts to prevent full disclosure of taxable hotel sales for payment of the tax a check which is returned to the County of Adams is uncollectable is subject to legal action.

Signature: _____ Date: _____

Title: _____

Make checks payable to “County of Adams” and deliver to the Adams County Treasurer, 117 Baltimore Street, Gettysburg PA, 17325 Phone: 717-337-9833. Retain a copy for records. Your check is your receipt.