



CITY OF PARKERSBURG

**PO Box 1627
Parkersburg, WV 26102
(304) 424-8414**

**MONTHLY RETURN OF HOTEL OCCUPANCY TAX
Under House Bill 2090 Passed April 13, 1985**

Account No. _____

Please make copies of this form and use it each month to report your Monthly Return of Hotel Occupancy Tax.

Make a copy of this return for your records prior to sending.

For month ending: _____
Due on or before
(end of following month): _____

- | | |
|---|-----------------|
| 1. <u>Gross Receipts</u> – All Hotel, Motel and Rooming House Lodging furnished to Guests | \$ |
| 2. <u>Exempt Receipts</u> – Permanent Guests
(Anyone with continuous Lodging over 30 days) | _____ |
| 3. <u>Other Exemptions</u> (Attach schedule of Exemptions) | _____ |
| 4. <u>Total Exempt Receipts</u> (add lines 2 and 3) | _____ |
| 5. <u>Net Taxable Receipts</u> (Line 1 less line 4) | _____ |
| 6. <u>Tax Due</u> (Enter 6% of Line 5) | _____ |
| 7. <u>Credit or Debit</u> (Over or Underpayment in prior months) | _____ |
| 8. <u>Penalty</u> (\$1.00 per day for late return) | _____ |
| 9. <u>Total Tax Due</u> (sum of lines 6, 7 and 8) | \$ _____ |

I hereby certify that the information and statements contained herein and in any schedules or exhibits attached are true and correct.

_____ **Date** _____ **Signed** _____ **Official Title**

MAKE CHECK OR MONEY ORDER PAYABLE TO: "THE CITY OF PARKERSBURG"

All information and correspondence regarding this return should be addressed to:

The City of Parkersburg Director of Finance
PO Box 1627
Parkersburg, WV 26102