



Franklin County Hotel Room Tax Return

Franklin County Treasurers Office
 157 Lincoln Way East
 Chambersburg, PA 17201
 717-261-3120

General Information

| | | |
|---|-------------|----------|
| Business Name | | |
| Property Location | | |
| Mailing Address (If different than location) | | |
| City | State PA | Zip Code |

Reporting Period

| | |
|------|----|
| From | To |
|------|----|

Tax Collection Information

| | |
|---|-------|
| Total Number of Rooms Occupied | |
| Total Gross Receipts | \$ |
| LESS Total rooms exempt from tax collection for reporting period. | \$ |
| EQUALS Net Taxable Receipts | \$ |
| 5% Tax Collected (Multiply by .05) | X .05 |
| Total Tax Collected | \$ |
| Late Payment Penalty (If Applicable) | \$ |
| Total Due for Reporting Period | \$ |

Exemptions

Certification

| | | | | | | | | |
|---|--|--|-------|--|--|------|--|--|
| Name | | | Title | | | Date | | |
| Signature | | | | | | | | |
| I certify that the information contained herein is true and correct to the best of my knowledge and is a disclosure of all tax collected or incurred during the period indicated. | | | | | | | | |

Copy completed form for your records before submission to the Franklin County Treasurer.

Instructions for completion of Tax Collection Information section:

1. Enter the number of rooms occupied during the reporting period.
 2. Enter the total gross receipts for room charges during the reporting period.
 3. Subtract gross receipts for rooms exempt from tax collection.
 4. Calculate net taxable receipts.
 5. Multiply the net taxable receipts by 5%.
 6. Enter the tax collected during the reporting period.
 7. Enter the late payment penalty, if applicable. If for any reason the tax is not paid when due, a penalty of one and one-half (1 ½%) per centum per month shall be imposed. In addition, the County may file a lien upon the hotel in the name of the County and for the use of the County as provided by law.
 8. Enter the total due for the reporting period.
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All new hotels are placed on a quarterly tax return filing basis. Based on the reported tax during the third quarter (July through September) the filing status for the following year is determined. If the tax reported is under \$600 the hotel will file quarterly. If the tax collected is \$600 or more, the hotel will be required to file monthly. If the tax reported for an entire year is \$75 or less, the hotel will be placed on a semi-annual filing basis.

| MONTHLY RETURNS | |
|---|---------------------------|
| Due the 20 th day of the month which follows the month in which the tax was collected. | |
| QUARTERLY RETURNS | |
| Period | Due |
| January-March | April 20 th |
| April-June | July 20 th |
| July-September | October 20 th |
| October-December | January 20 th |
| SEMI-ANNUAL RETURNS | |
| Period | Due |
| First Six Months | August 20 th |
| Second Six Months | February 20 th |