



Franklin County Hotel Room Tax
 Franklin County Treasures Office
 272 N. Second St.
 Chambersburg, PA 17201
 717-261-3120

General Information	Business Name	
	Hotel Address (Physical address of Hotel/Bed & Breakfast etc in Franklin County)	
	Mailing Address if different from Location	
	City	State
		Zip Code
Reporting Period	From:	To:
Taxes Collected and remitted by the Hotel	Total Number or Rooms Occupied	
	(1) Total Gross Receipts	
	(2) Less: Total rooms exempt from tax collection for reporting period	
	Net Taxable Receipts (1) – (2)	
	Tax (Multiply Net Taxable Receipt by .05)	
	Total Tax Collected	
	Late payment Penalty (if applicable)	
	Total Due for Reporting Period (Amount of your check)	
Taxes Collected and Remitted by a Third Party on Behalf of the Hotel	Name of Third Party who remitted taxes on your behalf	
	Total Number or Rooms Occupied	
	(1) Total Gross Receipts	
	(2) Less: Total rooms exempt from tax collection for reporting period	
	Net Taxable Receipts (1) – (2)	
	Tax (Multiply Net Taxable Receipt by .05)	
	Total Tax Collected	
	Late payment Penalty (if applicable)	
	Amount being sent by the Third Party on behalf of your business	
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 and incurred during the period indicated.

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.

**** If any taxes were collected by a Third Party on behalf of your establishment, follow the above instructions in the next section. This is only for reporting purposes.**

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