



CITY OF HUTCHINSON
3% LODGING TAX
CITY ORDINANCE CHAPTER NO. 116

NOTE: This form needs to be completed monthly and returned to the City Finance office by the 20th of the month following collection of the 3% Lodging Tax.

Return for the Period of: _____
Month Year

1.	Gross Lodging Revenue for the Month		\$ _____
2.	Deductions/Exemptions:		
	2a Long-term Rentals (30 days or longer - see note at bottom)	-	\$ _____
	2b Other _____ Description of Other Deductions	-	\$ _____
3.	Net Lodging Revenue	=	\$ _____
4.	Lodging Tax %	x	_____ 3.00%
5.	Lodging Tax to be remitted (3% of Line 3)	=	\$ _____
6.	10% Late Payment Penalty - if paid after the 20th (enter manually)	+	\$ _____
7.	TOTAL PAYMENT DUE:	=	\$ _____

 Business Name

 Lodging Address

 Phone #

 Signature of Preparer

 Date

NOTE: Long-term rentals cannot be deducted without a written agreement executed by both the lodging operator and the renter, and cannot be terminated without prior notice. Agreements must be retained for at least 3-years as they may be subject to a City of Hutchinson audit review.