

City of Minot, North Dakota Monthly Lodging Tax Return

Taxpayer ID number: __ - _____

Month Ending: __ / __ / _____

Name of Business: _____

1. Total Gross Sales *: _____
less:
2. Bad Debts or Refunds **: _____
3. Tax Exempt Revenues ***: _____
4. Total revenues to be excluded from taxable revenues: (line 2 plus line 3) _____
5. Taxable Revenues: (line 1 less line 4) _____
6. Tax Due: (line 5 times 3%) _____

I declare this return has been examined by me and to the best of my knowledge and belief is a true, correct, and complete return.

Date: __ / __ / _____

Signature of Taxpayer's Representative

Please mail payment by check or money order (no cash) to:
City of Minot Auditor's Office
P O Box 5006
Minot, ND 58702-5006

Payment is due monthly, on or before the last day of the next succeeding month.

Definitions:

*1. Gross Sales

This amount is the total gross sales for the month, which should trace to a monthly profit and loss statement, monthly summary report, franchise report, etc

**2. Bad debt or refunds

This amount is room revenue included in #1 above which is uncollectible, or the room revenue was refunded to a customer.

***3. Tax Exempt Revenue - includes the following:

Revenues for rooms renting for less than \$2.00 a day.

Revenues from rents for non-sleeping rooms (e.g., convention facilities, restaurants, etc)

Revenues from room service or from other services rendered to the occupant of the room (telephone calls, fax charges, etc.)

Revenues from month to month tenancies or from a lease with a fixed term in excess of 30 days.

Any other occupancy tax, whether imposed by the City of Minot or any other governmental entity.

These revenues should be traceable to hotel generated documents proving the tax exempt status.