

INSTRUCTIONS

Legal Basis Of The Tax

Senate Bill No. 1964, Chapter 704 of the public Acts of 1976, implemented by Metropolitan Council Ordinance No. 76-143 provides the legal basis for the levy of the 6% occupancy tax.

Exemptions

The law provides for only two classes of exemptions. (1) A tenant who has occupied room space for thirty or more continuous days is not required to pay the tax after the thirtieth day (Residents who have already been in residency thirty days or more are exempt). (2) Local, state or federal governmental agencies, when paid by those agencies. These rules also apply to the **2.50 nightly city taxes**.

FORMS TO BE USED IN REPORTING TAX

Forms will be forwarded to you each month. Only these forms should be used in filing your return. Please do not use any other.

INTEREST AND PENALTIES

A return becomes delinquent when not paid by the 20th of the month following the month for which the report is submitted. The imposition of interest and penalties in the case of a delinquent return or in the case of willful failure or refusal to report is mandatory and there is no authority for the remission of interest and penalty. Penalties are also imposed for willful failure to collect the tax.

RECORDS

Records should be preserved for a period of three years at your principal place of business or at some other location convenient to the County Clerk or his representative and should be available at any time for inspection.

TAX TO BE SHOWN ON INVOICE

The tax should be shown always as a separate item on the invoice, or statement of charges, rendered to the tenant.