



City of Ottawa
P.O. Box 60/ 101 S. Hickory St.
Ottawa, KS 66067
785-229-3600
Email: cityclerk@ottawaks.gov

Filing Period: _____

TRANSIENT GUEST TAX RETURN

RETURN MUST BE FILED & THE TAX PAID BY: _____ 25, _____

Business Name: _____
Business Address: _____ City: _____ State: _____ ZIP: _____
Mailing Address: _____ City: _____ State: _____ ZIP: _____
Business Phone: _____ Email: _____
Primary Contact: _____

1.	Total gross receipts from charges from sleeping accommodations..	1	
2.	Allowable deductions (see instructions on reverse side).....	2	
3.	Amount subject to tax (Line 1 less Line 2).....	3	
4.	Amount of tax due (Multiply Line 3 times 6%).....	TAX DUE 4	
5.	Amount of penalty (see instructions on reverse side).....	5	
6.	Total amount due (Add Lines 4 and 5).....	6	
7.	Credit from prior period(s) (see instructions on reverse side).....	7	
8.	Amount remitted (Line 6 minus Line 7).....	8	

I certify that this is a true, correct and complete return.

Signature

Date

Payment must be physically received by the City Clerk's Office on the due date. Make remittance payable to City of Ottawa, be sure to write Transient Guest Tax on your check. Mail this return and remittance to:

City of Ottawa
Office of the City Clerk
P.O. Box 60, 101 S. Hickory St.
Ottawa, KS 66067

FOR OFFICE USE ONLY

Date Received: _____
Transient Tax (98%): _____
Administration (2%): _____

**NOTICE OF CHANGE IN BUSINESS
NEW OWNERS – DO NOT USE PREVIOUS OWNER'S RETURN**

If there has been a change in your business since the preceding return, please furnish applicable information below:

Name as shown on return: _____ Taxpayer ID No.: _____

New person to contact: _____ Phone No.: _____

New business name: _____

New business address: _____

Mailing address: _____

Business being discontinued as of: _____

Business being sold as of: _____

Name and mailing address of new owner (s): _____

INSTRUCTIONS FOR COMPLETING THE TRANSIENT GUEST TAX RETURN

The transient guest tax is levied upon the gross receipts derived from or paid by transient guests for sleeping accommodations in any hotel, motel or tourist court. The tax does not apply where a room is rented by an individual for a period of more than twenty-eight (28) consecutive days, or where the federal government pays directly for the room (these are the only exceptions). If the guest pays for the room and is later reimbursed by the federal government, the transient guest tax would still apply.

The tax must be collected by the hotel, motel or tourist court from the consumer or user and remitted to the City of Ottawa. Records of gross receipts must be kept separate and apart from the records of other retail sales made by the business. The transient guest tax charge must be stated separately on the invoice to the guest and not be combined with the charge for sales tax or the charge for Franklin County Transient Guest Tax.

Line 1	Enter amount of gross receipts on line 1 received from charges for sleeping accommodations.
Line 2	Enter amount included in gross receipts which represents receipts received from renting of a room by a person for a period exceeding twenty-eight (28) consecutive days and direct rentals to the federal government.
Line 3	Amount subject to tax. Subtract line 2 from line 1.
Line 4	Multiply the amount shown on line 3 by the appropriate tax rate shown on line 4.
Line 5	Enter the amount of penalty due for delinquent payment of Transient Guest Tax. A penalty of 10% of the amount shown on line 4 is due when the tax is paid after the due date. If the tax is paid more than sixty (60) days after the original due date, a 25% penalty is due.
Line 6	Enter the amount of tax and penalty due (add lines 4 and 5).
Line 7	Enter the amount of verified overpayment.
Line 8	Enter total amount of tax, penalty and interest remitted with this return.