

# TOWN OF HAYDEN LODGING TAX RETURN

## WHO MUST FILE A RETURN

All establishments which provide accommodations through short term (less than thirty consecutive days) rental or leasing of any hotel, motel, motor hotel, lodge, townhome, condominium building, time share building, guest house, bed and breakfast, guest ranch, mobile home, auto camp, trailer court, trailer park, or campground.

## WHEN YOU MUST FILE

Returns must be filed monthly by the 20<sup>th</sup> day of the month following the month for which you are reporting.

	<b>TOWN OF HAYDEN</b> LODGING TAX RETURN P.O. BOX 190 HAYDEN, CO 81639-0190 (970) 276-3741	
Period covered:	Computation of Tax	
1. a. Gross Sales:		
b. Add bad debts collected		
2. TOTAL sales (Lines 1a and 1b)		
3. a. Adjust for non-taxable services		
b. Adjust for rentals in excess of 30 days		
c. Adjust for bad debts charged off		
4. TOTAL deductions (Lines 3a, 3b, and 3c)		
5. Amount subject to lodging tax: (Line 2 minus line 4)		
6. Lodging tax: (Line 5 x 3.5%)		
7. Add excess tax collected		
8. TOTAL tax due: (Lines 6 and 7)		
9. Penalty: Line 8 x 10%		
10. Adjust Prior Period Over/Underpayment		
11. <b>TOTAL DUE AND PAYABLE</b> (Lines 8, 9 and 10)		

**(Make check or money order payable to: TOWN OF HAYDEN)**

Please sign and return this document with your payment. Please remit to The Town of Hayden, P.O. Box 190, Hayden, CO 81639

I hereby certify under penalty of perjury that the statements made herein are to the best of my knowledge true and correct.	
By: _____	Title
Company: _____	
Signature: _____ Date: _____	