

The electronic version of this form correctly rounds to whole numbers. Those using a non-electronic version please manually round to whole numbers. (.01 to .49 round down .50 to .99 round up)

CITY OF LAWTON
LODGING TAX PAYMENT RETURN

MONTH & YEAR

NAME OF HOTEL/MOTEL:

ADDRESS:

ZIP CODE:

NOTE: Returns are due by the close of business on the 10th of each month, for the preceding room rental month. See line 7 and 8 for delinquent returns. (Grace period of 5 days is allowed before delinquency is applicable.)

1. Gross Receipts (On room rents only)
2. City of Lawton Residents Exemption and Direct-Pay U.S. Government Agency/Division & Direct-Pay State of Oklahoma/Political Subdivisions
3. Net Taxable Receipts (Line 1 minus Line 2)
4. Gross Tax Due (Enter 7% of Net Taxable Receipts)
5. Discount Yes OR No Only Applies if Payment is Received by the COL the 10th of the Month or Earlier (Enter 3% of Line 4)
6. a. Overpayment Adjustment
b. Underpayment Adjustment
7. Interest Yes OR No 2% Times Unpaid Gross Tax Applied The 16th of Each Month of Delinquency - No Maximum
8. Penalty Fee Yes OR No 10% Times Unpaid Gross Tax, Applied the 16th Day of Each Month of Delinquency - Maximum 50% of Delinquent Tax. (Applicable after the first 30 days of delinquency. See Instructions for Line 8)
9. Net Tax Due - Line 4 minus Line 5 minus 6a Plus 6b, 7, and 8

NAME:

DATE:

TITLE:

SIGNATURE:

MAILING ADDRESS:

CITY, STATE, ZIP

TELEPHONE NO:

I hereby certify that the information and statements contained herein and any accompanying exhibits are true and correct.

Complete Form, Attach Payment & Supportive Documents and Mail to:

Finance Department - Revenue Service Division
212 SW 9th Street
Lawton, Oklahoma 73501

Make check payable
to: The City of Lawton

INSTRUCTIONS FOR COMPLETING THE LODGING TAX RETURN

@B9 % $\frac{\text{Total Tax}}{\text{Total Taxable Amount}}$ $\frac{\text{Total Tax}}{\text{Total Taxable Amount}}$

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- A→ A resident of the City of Lawton with possession of a current City of Lawton service bill (water bill) or a drivers license showing a current City of Lawton address or,
- B→ A copy of a valid permanent change of station (PCS) order assigning the person to Lawton/Ft Sill with an assignment date prior to the date of initial registration or,
- C→ United States Government or any agency or division thereof when paid directly by the US government rather than an employee or,
- D→ State of Oklahoma or any political subdivision thereof when paid directly by the State of Oklahoma or political subdivision rather than an employee.

@B9 " $\frac{\text{Total Tax}}{\text{Total Taxable Amount}}$ $\frac{\text{Total Tax}}{\text{Total Taxable Amount}}$

@B9 (.A $\frac{\text{Total Tax}}{\text{Total Taxable Amount}}$ $\frac{\text{Total Tax}}{\text{Total Taxable Amount}}$

@B9). If the Lodging Tax Payment is filed and received by the City of Lawton no later than the tenth (10th) of the month, a three percent (3%) discount from the gross tax due is allowed. To calculate, take three percent (3%) of Line 4 and enter on Line 5. **No discount is allowed after the tenth (10th) of the month.**

@B9 *. This line is for any adjustments of a prior month. Any amount included on this line needs to be fully supported by an explanation, calculation of figures, etc. to be accepted.

LINE 7: $\frac{\text{Total Tax}}{\text{Total Taxable Amount}}$ $\frac{\text{Total Tax}}{\text{Total Taxable Amount}}$
 A two percent (2%) interest charge is added to the total of Line 4. To calculate, take two percent (2%) of the total of Line 4.

LINE 8: A penalty fee of 10% is assessed on the total of Line 4. To calculate, take ten percent (10%) of the total of Line 4.

LINE 9: This is the total of Line 4 minus Line 5 minus 6a. plus 6b. and Line 7 and Line 8.