TOWN OF PAGOSA SPRINGS LODGING TAX RETURN

WHO MUST FILE A RETURN
If you offer lodging for a purchase price within the Town; or that is managed, contracted or leased by a person engaged in lodging business within the Town.

Remember,
6.9% State Sales Tax is also required to be collected.
See the Colorado Dept of Revenue: www.taxcolorado.com.

WHEN YOU MUST FILE
Returns are filed monthly and are due by the 20th day of the month succeeding the month for which you are filing.

PERIOD	DUE DATE
January	February 20
February	March 20
March	April 20
April	May 20
May	June 20
June	July 20
July	August 20
August	September 20
September	October 20
October	November 20
November	December 20
December	January 20

LINE 1 Sales of lodging services – Enter the gross income from such rentals.

LINE 2 Tax – Multiply the amount on line 1 by the Town lodging tax rate of 4.9% (.049). Enter on line 2.

LINE 3 Penalty – Enter 10% (.10) of line 2 if return is not filed timely.

LINE 4 Interest and Penalty Interest – Interest is due if a return is more than one month late. Penalty interest is also due. The interest rate is 1% (.01) per month over due.

LINE 5 TOTAL DUE – Add lines 2, 3 and 4. Pay this amount.

PLEASE MAKE CHECKS PAYABLE TO THE TOWN OF PAGOSA SPRINGS

BE SURE TO INCLUDE YOUR ACCOUNT NUMBER ON YOUR CHECK TO ENSURE PROPER CREDIT

MAKE A COPY FOR YOUR RECORDS AND MAIL COMPLETED FORM WITH PAYMENT TO:
Town Of Pagosa Springs, Town Clerk and Finance Director
PO Box 1859, Pagosa Springs, Colorado 81147-1859

TOWN OF PAGOSA SPRINGS LODGING TAX RETURN

Town Lodging Tax Account Number	Period	Due Date	FEIN
Social Security Number 1	Social Security Number 2		
Colorado State Sales Tax # (**Remember**, 6.9% sales tax is required to be collected also, see State of Colorado Dept of Revenue, www.taxcolorado.com)			
A. Total # of Rooms Available (# of rooms x # of days in Month)	**B.** Total Rooms Occupied (Monthly sum of daily occupied rooms)	**C.** % of Rooms Occupied	Monthly Average ADR (Average Daily $ Rate) $

SIGNED UNDER PENALTY OF PERJURY IN THE SECOND DEGREE

1. Sales of Lodging Services	.00
2. Tax – Line 1 x .049	.00
3. Penalty – Line 2 x .10	.00
4. Interest & Penalty Interest - Line 2 x .01 x No. of months overdue	.00
5. TOTAL DUE --	**$ .00**

Signature

Date: Phone: