

City of Isle Lodging Tax Remittance Form

For the Month of _____
Today's Date _____

Lodging Facility		
Contact/Representative		
Address		
Telephone		

The total amount of lodging income for the report month... \$ _____ (A)

Amount of lodging income not paid...
(Due to dishonored checks, credit card disputes, etc.) \$ _____ (B)

Total exemptions from the lodging tax...
(There must be supporting documentation) \$ _____ (C)

Subtract lines B & C from A to define the total amount of
lodging income actually received... \$ _____ (D)

Add any adjustments resulting from the curing or
corrections of items previously reported for B... \$ _____ (E)

Multiply E by 3% (.03) to define total lodging tax...
(This is the total amount due for this month) \$ _____ (F)

Please retain all supporting documents for three years. The City Clerk may need to refer to these forms to perform an audit. Keep a copy of this form for your records and remit a copy with your payment.

Late payments may be assessed a late fee of 10% of the amount remaining unpaid, if it's paid within 30 days. Unpaid balances after 30 days will be charged another 3% for every 30 days after. (Not to exceed \$10.00 irrespective of the calculation.)

You can make your own copies of this form or obtain copies from the City Clerk's office. This form must accompany all future remittances.

Remit To: City Clerk - PO Box 427, Isle or Jamie@cityofisle.com (Due by the 20th of the following month) Questions: Call 676-3641 Payment by check or via Municipay online at www.cityofisle.com