

**PULASKI COUNTY  
LODGING TAX FORM**

Business Name \_\_\_\_\_

Contact Name and Phone Number of person completing form: \_\_\_\_\_

Owner/Manager \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_, MO Zip \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

Return for calendar or fiscal month or calendar quarter ending \_\_\_\_\_

1. Gross receipts from applicable room occupancy \_\_\_\_\_
2. Exempt room sales receipts - (exceeding 90 days/calendar quarter) \_\_\_\_\_
3. Net room sales receipts - (#1 minus #2) \_\_\_\_\_
4. Transient Guest Tax (3% of line 3). Payment is due by the  
**15<sup>th</sup> of the month** following the month of collection. \_\_\_\_\_
5. Penalties and interest (if applicable). \_\_\_\_\_
6. **TOTAL TRANSIENT GUEST TAX TO BE PAID (line 4 plus line 5)** \_\_\_\_\_
7. Total Room nights Available during reporting period \_\_\_\_\_
8. Total Room nights Sold \_\_\_\_\_
9. Occupancy percentage for reporting period \_\_\_\_\_
10. Average Daily Rate for reporting period \_\_\_\_\_

I declare under penalty of perjury that, to the best of my knowledge and belief, the statements herein are true and correct.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**PLEASE REMIT PAYMENT TO: PULASKI COUNTY COLLECTOR,**  
Pulaski County Courthouse, 301 E Historic Rt 66, Waynesville, Missouri 65583

**Notice to Taxpayer:**

1. The term "transient guest" means a person who pays to occupy a room in a resort, hotel, motel, condominium, vacation home, or a rental houseboat originating from a point within the district which is offered to the public, for a period of less than ninety-one days during any calendar quarter. "Gross daily receipts" means the total amount charged to a transient guest for the occupancy of the room, space, home or houseboat.
2. Owners of lodging businesses, as described by law shall remit taxes to the county collector within the same time frame that state sales taxes are due.
3. The county shall collect a penalty for one percent (1%) and interest of two percent (1.5%) per month on unpaid taxes which shall be considered delinquent after the twentieth day of the month following the close of each month or after thirty days following the last day of each quarter, in relation to whichever way the business pays its state sales tax.
4. In cases where a taxpayer fails to remit finally assessed taxes in a timely manner, the district may impose and file a lien on the property of the taxpayer in the amount of taxes owed plus interest and penalties. Section 144.380, RSMo. This assessment of tax becomes final thirty (30) days after the date of mailing by certified mail to the taxpayer, unless the taxpayer shall within that time file a protest to contest the assessment. Protests must be filed in the appropriate Circuit Court prior to the assessment becoming final in order to be effective.
5. A form should be submitted, showing no collections, if the lodging business is closed for business during the reporting period.

6. If a lodging business is sold, please notify the Pulaski County Tourism Bureau, 137 St. Robert Blvd., Suite A, St. Robert, Missouri 65584 to avoid imposition of delinquent taxes.