

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 month. See line 7 and 8 for delinquent returns.

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 5.5% 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 last Day of Each Month of Delinquency - Maximum 50% of Delinquent Tax
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 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

- LINE 1:** Gross receipts for the reporting month are recorded here. This amount is for room rentals only. Do not include any miscellaneous revenue such as room service, state or local taxes, telephone usage, ect. in this figure.
- LINE 2:** Exemption valid if one of the following criteria is met:
- 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 valid 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 room 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.
- LINE 3:** This figure is the difference in Line 1 and Line 2 (Line 1 minus Line 2 equals Line 3.)
- LINE 4:** Gross tax due is entered here. To determine this amount, take five and one-half percent (5.5%) or the amount on Line 3.
- LINE 5:** 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 permitted after the tenth (10th) of the month.**
- LINE 6:** 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:** Payment and all corresponding paperwork is due by the close of business on the 15th of the month following the report period. Payments are delinquent on the sixteenth (16th) of the month and hotel discount will be disallowed. A two percent (2%) interest charge is added to the gross tax due on the 16th of every month of delinquency. To calculate, take two percent (2%) of the total of Line 4 (gross tax due).
- LINE 8:** A penalty fee of 10% is applied every month to all delinquent gross taxes due beginning with the 1st day of the following month of delinquency up to a maximum of 50% of delinquent gross tax. Penalty fees are in addition to monthly assessed interest charges.
- LINE 9:** This is the total of Line 4 minus Line 5 minus 6a. plus 6b. and Line 7 and Line 8.