

City of Milton

1139 Smith Street, Milton, WV 25541
Phone: (304) 743-3032 - Fax: (304) 743-1872



HOTEL OCCUPANCY TAX

Account #: _____

Period Date: _____

Due Date: _____

Instructions

1. To set up a Hotel Occupancy Tax account, you will need a City of Milton Business License,
2. Complete this City of Milton Hotel Occupancy Tax Remittance Form.
3. This return must be accompanied by the required remittance no later than thirty (30) days after period ended.
4. If your return is received after the due date, you will be assessed for penalties due.
5. Please made check payable to: City of Milton
6. Mail payments to: City of Milton, 1139 Smith Street, Milton, WV 25541
7. For additional information please contact the Finance Department at 304-743-3032.

Our office is open Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.

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| 1. Gross Receipts | \$ _____ |
| 2. Exempt Receipts-Federal or State Government Guests
(Each exemption must be documented with Exemption Certificate of reverse side of this form) | \$ _____ |
| 3. Net Taxable Receipts (Line 1 less Line 2) | \$ _____ |
| 4. Tax Due (Enter 6% of Line 3) | \$ _____ |
| 5. Penalty and Interest (ADD: Penalty of 5% first month, 1% for each additional month or fraction thereof. Interest Interest of 6% per annum from due date or return) | \$ _____ |
| 6. Total Tax Due (Sum of Lines 4 and 5) | \$ _____ |

Contact Number

E-Mail Address

FEIN

Printed Name of Taxpayer

Signature of Taxpayer

Date