



# County of Muskegon Accommodations Tax Monthly Report

For the month ended

Name and Address of Collecting Unit (Hotel / Motel / Inn / B&B)		Name and Address of Tax Dept (if different from Collecting Unit)	
Corporate/Taxpayer's Name		Name	
Taxpayer's DBA Business Name		Address	
Address		Address	
Address		Address	
City / State / ZIP		City / State / ZIP	
Contact Person		Contact Person	
Contact Phone No.		Contact Phone No.	
Contact Person Email		Contact Person Email	

1	<b>TAX PERIOD</b>	Month for this Accommodations Tax Report	1	
2	<b>DUE DATE</b>	15th day of month after the Tax Period	2	
3	<b>DATE PAID</b>	Date payment mailed or delivered to Muskegon County Treasurer	3	
4	<b>MONTHS LATE</b>	One month added after the 15th of each month after the due date (to calculate penalty and interest)	4	months
5	<b>TOTAL REVENUE</b>	Amount subject to tax. Represents total charges for accommodations for the reporting period.	5	\$
6	<b>TAX LIABILITY</b>	5% of Total Revenue reported on Line 5	6	\$
7	<b>PENALTY</b>	After Due Date, a penalty of 5% per month not to exceed 25% shall be added (See Ordinance § 8)	7	\$
8	<b>INTEREST</b>	After Due Date, 1% of the unpaid tax per month or fraction thereof after the due date until paid	8	\$
9	<b>TOTAL PAYMENT DUE</b>	Add lines 6, 7 and 8. Make check payable to " <b>Muskegon County Treasurer</b> "	9	\$

**TAXPAYER SIGNATURE** (complete all information requested below)

*I declare under penalty of perjury that this return is accurate and complete to the best of my knowledge.*

Signature of Taxpayer Representative	X	
Print Taxpayer Representative's Name		Date
Print Taxpayer Representative's Title		Telephone

**MAILING INSTRUCTIONS** To avoid penalties and interest associated with late payments, mail this report along with payment by the Due Date to the following address:

**MUSKEGON COUNTY TREASURER  
173 E APPLE AVE, STE 104  
MUSKEGON, MI 49442-3676**

**Internet Explorer** is recommended to complete this form. Other browsers may not calculate tax liability correctly. For more information on the Accommodations tax, please visit: <http://www.co.muskegon.mi.us/accounting/> or contact the County of Muskegon Accounting Office at 231-724-6206