

**City of Roseville
Finance Department
2660 Civic Center Drive, Roseville, MN 55113
(651) 792-7036**

Lodging Tax Return

Hotel/Motel Name _____

Business Address _____

Business Phone _____

State Sales & Use Tax Account Number _____ Business Phone _____

1. Gross Monthly Lodging Receipts \$ _____
2. Less Exceptions and Exemptions _____
3. Less Lodging Bad Debts _____
4. Plus Collected Bad Debts _____
5. Net Receipts _____
6. Tax Percentage _____ **3%** _____
7. Tax Due _____
8. Penalty and Interest (if due) _____
9. Total Amount Due _____

I declare, under penalty of law, that I have examined this statement and that to the best of my knowledge and belief it is true and complete.

Authorized Signature

Title

Date

When to File

Taxes shall be paid to the City of Roseville no later than 25 days after the end of the month in which the taxes were collected. If any tax payment is not made within the time specified by Chapter 302 of the Roseville City Code, there shall be a specific penalty equal to 10% of the amount remaining unpaid. The amount of tax not timely paid, together with any penalty added, shall bear interest at the rate of 10% per annum from the time such tax should have been paid until it is paid. Any interest and penalty shall be added to the tax and be collected as part thereof.

Please attach a copy of your monthly Minnesota Sales and Use Tax Return ST-1.