

LODGING FEE REPORT GUIDELINES

WHO MUST FILE A FEE REPORT

Commencing January 1, 2012 pursuant to the Town of Superior municipal code, Sec. 4-1-90, there is a lodging fee on every person and business that furnishes a lodging room or other accommodations within the Town of Superior for less than thirty (30) consecutive days. The lodging fee currently assessed is \$4.00 per night per occupied room.

If you rent lodging rooms or other accommodations for less than 30 days, the Town of Superior charges a lodging fee of \$4.00 per room for each night the space is rented during the reporting period. This includes lodging provided by hotels and motels, vacation homes, rooms in private residences, or other forms of housing for periods of less than 30 days.

INSTRUCTIONS

Type or print clearly in the spaces provided. Business identification and reporting period information is needed to identify your business and ensure your payments are properly credited.

1. Report the total number of times during the reporting period that you rented each room in your lodging facility. Houses or apartments that are rented in their entirety would be counted as one unit. Each 24- hour period is counted as one sale. For example, if you rent a room for seven days, charging a weekly rate, you would report seven sales for that room.
2. The current daily fee per room per time rented is \$4.00
3. Multiply line 1 times \$4.00
4. If your fee report will be postmarked later than the due date, add applicable interest charges
5. Add lines 3 and 4. Write your check for this amount to the Town of Superior. Records that provide support to back up the information reported in this fee report must be retained for a period of three (3) years. Information reported herein is subject to audit by the Town of Superior.

INTEREST

Interest at 18% per year (1.5% per month) shall accrue on any unpaid balance.

WHEN YOU MUST FILE

Reports are to be filed monthly in each calendar year and are due, along with full payment, on the 15th day of the month following the month in which the fee is collected. If the 15th falls on a Saturday or Sunday, the payment is due the following Monday.