City of Edina
HOTEL LODGING TAX RETURN

REPORT FOR MONTH OF: YEAR:	**Due by the 25th day of each month.**	
	1	GROSS MONTHLY RECEIPTS INCLUDING BAD DEBTS PAID $
	2	LESS EXCLUSION (see "G" below) $
TAXPAYER NAME:	3	LESS ROOM RENTAL BAD DEBTS $
	4	LESS NON-TAXABLE RENTALS (meeting rooms & banquet rooms) $
	5	BALANCE SUBJECT TO TAX $
MAILING ADDRESS:	6	TAX DUE (3% of item 5 above) $
	7	LATE FEES (see "I" below) $
EDINA, MN ZIP:		TOTAL AMOUNT DUE $
STATE SALES TAX I.D.#:		MAKE CHECKS PAYABLE TO: **City of Edina** MAIL THIS FORM, MINN. FORM ST-1 AND A CHECK TO: **City of Edina** **4801 W. 50th Street** **Edina, MN 55424**

I DECLARE AND CERTIFY UNDER PENALTY OF LAW THAT I HAVE EXAMINED THIS STATEMENT AND THAT TO THE BEST OF MY KNOWLEDGE & BELIEF IT IS TRUE AND COMPLETE

SIGNATURE:

TITLE: DATE:

FILING INSTRUCTIONS

A. **WHO MUST FILE:** Any person who is the proprietor, whether in the capacity of owner, lessee, sublessee, licensee, or in any other capacity who furnishes for a consideration lodging and related services by a hotel, tourist court, or motel and the granting of any property other than the renting or leasing thereof for a continuous period of 30 days or more.

B. **STATE STATUTE 477A-P18:** Allows for imposing a tax of 3% of the charge for the privilege of occupancy. The proceeds of this tax shall be used to fund a local convention/tourism bureau. (i.e. Explore Edina)

C. **WHEN AND WHERE TO FILE:** The Hotel Lodging Tax Return form must be filed on or before the 25th day of each month following the month covered by the return. A check or money order for the amount due made payable to the City of Edina must accompany the report. A copy of your State Sales and Use Tax Return (ST-1) for the same period must also accompany the form.

D. **CHANGE OF OWNERSHIP:** Mail or drop off notification of any change in ownership in person at Edina City Hall located at 4801 W. 50th Street, Edina, MN 55424.

E. **STATES SALES TAX ACCOUNT NUMBER:** Indicate the number shown on your State Sales and Use Tax Return (Form ST-1).

F. **GROSS MONTHLY RENTAL RECEIPTS:** Line 1 – Enter the total amount received from rents for the period of the return.

G. **EXCLUSIONS:** The law provides that the renting of property for 30 or more consecutive days is not subject to the tax. Indicate on Line 2 the number of units so rented and the amount of rent received. For further detail on exclusion of uncollectible charges refer to City Ordinance 2014-04.

H. **TOTAL TAX DUE:** Line 6 – Enter on this line 3% of the amount shown on Line 5.

I. **INTEREST:** The amount of tax not timely paid shall bear interest at the rate of one and one-half percent (1.5%) per month from the time such tax should have been paid until paid. Any interest shall be added to the tax and be collected as part thereof.

J. **APPEALS:** Refer to the applicable City Ordinance for complete details for the appeal procedure.

K. **EXAMINATION OF RECORDS:** For the purpose of determining the correctness of any return required by the City of Edina Finance Department, or of determining whether or not a return should have been made, the Finance Department shall have the power to examine, or cause to be examined, books and records which may be relevant to such determination; but, such information so gathered shall be treated as confidential; and, it shall be unlawful for the Finance Department or any public officer to make such information public unless necessary for the purpose of collecting unpaid taxes.

Failure to pay the tax as hereby imposed, or failure to abide by the Ordinance requirements, shall constitute a misdemeanor.