



CECIL COUNTY TREASURER'S OFFICE
200 CHESAPEAKE BLVD., SUITE 1100
ELKTON, MARYLAND 21921

HOTEL RENTAL TAX RETURN

TO:

(mailing address)

(location address)

FEDERAL IDENTIFICATION NUMBER REQUIRED

FOR COLLECTIONS MADE IN: _____
(month) (year)

DUE DATE: ____ / 10 / ____
(month / 10 / year)

1) Gross Receipts from Occupancy of Rooms	<input type="text"/>	<input type="text"/>
2) Allowable Deductions:			
a) Non-transients	<input type="text"/>	<input type="text"/>
b) Other Exempt	<input type="text"/>	<input type="text"/>
3) Total Deductions (Add lines 2a and 2b)	<input type="text"/>	<input type="text"/>
4) Taxable Receipts (subtract line 3 from line 1)	<input type="text"/>	<input type="text"/>
5) Tax (6% of line 4)	<input type="text"/>	<input type="text"/>
6) Less discount if paid by due date (1.5% of line 5)	<input type="text"/>	<input type="text"/>
7) NET TAX DUE WITH THIS RETURN (line 5 minus line 6)	<input type="text"/>	<input type="text"/>
8) Interest @ 1% per month (If filed and paid after due date, see instructions)	<input type="text"/>	<input type="text"/>
9) Penalty (If filed and paid more than 30 days after due date, see instructions.)	<input type="text"/>	<input type="text"/>
10) Total interest and penalty (Add lines 8 and 9)	<input type="text"/>	<input type="text"/>
11) TOTAL DUE (Add lines 7 and 10)	<input type="text"/>	<input type="text"/>

INTEREST AND PENALTY: Failure to file and remit by the above due date will result in loss of discount and addition of interest charges at the rate of 1% per month or partial month while the payment remains in arrears. Additionally, a 10% penalty will be

MAKE CHECK OR MONEY ORDER PAYABLE TO :
REMIT TO:

Cecil County
Finance Office
200 Chesapeake Blvd., Suite 1100
Elkton, MD 21921

DO NOT SEND CASH OR POSTAGE STAMPS

I hereby certify that the statements made herein are, to the best of my knowledge, true and correct and that applicable information has been provided.

Signature of taxpayer or agent

Date

Print name

Title

Instructions for completing the Cecil County HOTEL RENTAL TAX RETURN

1. Confirm that the name and address we are using is correct. Make any necessary corrections in the blank area to the right of the name and address.
2. On line 1, enter the amount of gross occupancy receipts for the month. You must include ALL of your receipts on this line including any payments made by government agencies or nonprofit organizations on behalf of other people
3. On line 2a, enter the amount of receipts you received from non-transient residents. Non-transient is considered to be more than 4 months.
4. On line 2b, enter the amount of any other exemptions. This includes payments made by federal, state and local governments, AMTRAK and certain nonprofit corporations
5. Add line 2a and line 2b and enter on line 3.
6. Subtract the amount on line 3 from line 1 and enter it on line 4. This is your taxable amount.
7. Multiply the amount on line 4 by 6% (.06) and enter it in the space on line 5.
8. **If your return will be filed and paid on time** (by the 10th) you may deduct 1.5% of the amount on line 5 as a discount. To determine this amount, multiply the amount on line 5 by 1.5% (.015) and enter on line 6. You may **NOT** take a discount on late re
8. Subtract line 6 (if applicable) from line 5 and enter on line 7. This is the amount due by the 10th of the month.
9. **If payment is not be made by the due date**, multiply the amount on line 7 by 1% (.01) times the number of months payment is late. Enter this amount on line 8. For example if \$500 is two months past due, the interest would be \$10 (\$500 times 1% times
10. If payment is more than 30 days late, multiply the amount on line 7 by 10% (.10) and enter this amount on line 9.
11. Add the amounts on line 10 to the amount on line 7. Enter the amount on line 11. This is the total amount due.
12. Sign and date the return. Print your name legibly below the signature along with your title.
13. Mail completed return and check or money order for the amount due. The address is shown on the front of the form.
14. If you have questions or need assistance, please contact the Finance Office at 410-996-5385 or via email at tax@c:gov.org.