



## BOARD OF COMMISSIONERS

1594 Esmeralda Avenue, Minden, Nevada 89423

Lawrence A. Werner  
COUNTY MANAGER  
775-782-9821

**COMMISSIONERS:**  
Barry Penzel, CHAIRMAN  
Steven Thaler, VICE-CHAIRMAN  
Nancy McDermid  
Larry Walsh  
Dave Nelson

### Transient Lodging License Tax Notification of Increase April 21, 2017

The purpose of this notification is to inform you the Board of County Commissioners (“Board”) at its April 20, 2017 meeting approved an Ordinance to increase the Transient Lodging License Tax in the Lake Tahoe Township by an additional 1% effective July 1, 2017.

On February 17, 2017, a copy of the Proposed Ordinance 2017-1480 was mailed to you with the Business Impact Notification. At the second reading of the Ordinance, the Board changed the implementation date of the 1% tax increase from May 1, 2017, to July 1, 2017.

**The effective date to begin collecting the additional 1% Transient Lodging License Tax is July 1, 2017.** We realize that many of you have entered into contracts that haven’t taken this new tax into consideration. However, this tax will need to be collected for all occupancies beginning July 1, 2017. This includes prepaid room nights for July 1, 2017 and beyond that will need to be charged the additional 1% Transient Lodging License Fee.

Total Room Tax for lodging properties in the Lake Tahoe Township of Douglas County is 14% effective July 1, 2017, and is composed of:

- Transient Lodging License Tax under Douglas County Code 3.70 – 4%
- Transient Occupancy Tax imposed under Douglas County Code 3.12 – 8%
- Transient Lodging Rental Tax imposed under Douglas County Code 3.14 – 2%

Enclosed is a revised Transient Occupancy & License Tax Return for the Tahoe Township. Please discontinue use of the former return and use this new return effective as of the date of your remittance for the July 2017 room tax which will be due no later than August 31, 2017. This form may also be downloaded at the Douglas County Clerk Treasurer website:

<https://cltr.douglasnv.us/forms-download-center/>.

If you have any questions about the form or the remittance please contact Kathy Kaiser in the Finance Department, (775) 782-9029 or by e-mail at [kkaiser@DouglasNV.us](mailto:kkaiser@DouglasNV.us)



**LAKE TAHOE TOWNSHIP  
DOUGLAS COUNTY  
TRANSIENT OCCUPANCY & LICENSE TAX RETURN**

**YEAR:** \_\_\_\_\_

**Reporting Period: Please check the applicable reporting period.**

Monthly:     Jan    Feb    Mar    Apr    May    Jun    Jul    Aug    Sep    Oct    Nov    Dec  
 Quarterly:    First (Jan-Mar)     Second (Apr-Jun)     Third (Jul-Sep)     Fourth (Oct-Dec)

**NAME AND MAILING ADDRESS:**

**PHYSICAL ADDRESS OF PROPERTY:**

*Please provide supporting backup when reporting multiple properties. Include each address with amount and Vacation Home Rental Permit # (if applicable).*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Due 1<sup>st</sup> of the month following close of the reporting period. Delinquent if not paid by the last day of the same month.**  
**A penalty of \$10.00 or 10% of gross tax, whichever is greater, will be applied to all delinquent returns.**  
**Interest in the amount of 1% per month or fraction of a month is charged on all delinquent balances.**  
**A return must be filed for each reporting period regardless of tax liability.**

**OCCUPANCY**

- A. Number of room nights available this period (# of rooms multiplied by # of days in period). \_\_\_\_\_
- B. Number of room nights occupied this period. \_\_\_\_\_

**ROOM TAX**

1. Enter gross rental revenue, including over 28-day and complimentary rooms for this period. <i>Gross rental revenue includes all rental charges &amp; associated fees.</i>		\$
2. Enter any adjusted revenue from prior month(s). <i>Attach a detailed explanation.</i>	+ or (-)	\$
3. Add lines 1 and 2.	<b>TOTAL REVENUE</b>	\$
4. Enter refunds included in line 1 for this period.	\$ ( _____ )	
5. Enter complimentary included in line 1 for this period.	\$ ( _____ )	
6. Enter over 28-day rentals included in line 1 for this period.	\$ ( _____ )	
7. Enter government exempt rentals included in line 1 for this period.	\$ ( _____ )	
8. Enter total of lines 4, 5, 6, and 7.	<b>TOTAL EXEMPTIONS</b>	\$ ( _____ )
9. Deduct line 8 from line 3. <i>Tax - Enter 14% of line 9 (Line 9 multiplied by .14). Occupancy/Rental Tax of 10% + License Tax of 4%.</i>	<b>TAXABLE AMOUNT</b>	\$
10. <b>TOTAL TAX</b>		\$
11. Penalty - Enter 10% of line 10 (Line 10 multiplied by .1, if not remitted by due date, but not less than \$10.00).		\$
12. Interest - Enter 1% of line 10 (Line 10 multiplied by .01, multiplied by # of months, or fraction of month delinquent).		\$
13. Enter total of lines 10, 11 and 12.	<b>REMITTANCE AMOUNT</b>	\$

Make your check payable to the **Douglas County Treasurer - PO BOX 3000, Minden, NV 89423**

*I declare, under penalty of perjury, that the information contained herein is true and correct to the best of my knowledge.*

Authorized Signature	Name	Title
Telephone Number	Email	Date

**PLEASE SUBMIT AN ADDITIONAL COPY WITH YOUR RETURN AND REMITTANCE**  
 Additional forms may be obtained from <https://cltr.douglasnv.us/forms-download-center/>