

# **SAGINAW COUNTY ACCOMMODATION TAX QUARTERLY REPORT**

1. Quarter Ending \_\_\_\_\_ 20\_\_\_\_
  2. Name and Address of Hotel or Motel \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  3. Tax Dept. for Hotel or Motel \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  4. Revenue Subject to Tax (See Section 3) \_\_\_\_\_ \$ \_\_\_\_\_
  5. 5% of Line 4 \_\_\_\_\_
  6. Plus Fine, if any (See Section 7) \_\_\_\_\_
  7. Plus Interest, if any (See Section 5b) \_\_\_\_\_
  8. Total Amount Due (Add Lines 5, 6 & 7) \_\_\_\_\_
  9. Less Allowable Tax Credit (See instructions) \_\_\_\_\_ ( \_\_\_\_\_ )
  10. Total Amount Paid \_\_\_\_\_
  11. Signed \_\_\_\_\_  
Title: \_\_\_\_\_
- Make Remittance Payable to:  
Saginaw County Treasurer  
111 S. Michigan Ave.  
Saginaw, MI 48602

## **AFFIDAVIT**

I, \_\_\_\_\_ certify that I have expended \$ \_\_\_\_\_  
for Hotel/Motel promotions, advertising or for promotion and encouragement of tourists and convention business  
in the County of Saginaw. The expenditure was for the following: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please Attach copies of documents substantiating expenditures.

**\*Note\*** To receive a tax credit, the Accommodation Tax Return must be filed on or before the DUE DATE.  
(See Rule 9 of Rules and Regulations)

Signed \_\_\_\_\_ Title \_\_\_\_\_

## **INSTRUCTIONS**

1. Fill in the Quarter Ending Date and the year that this report represents.
2. Fill in the Name and Address of the Hotel or Motel.
3. Fill in the Name and Address of the Tax Dept., if other than Step 2.
4. Report Total Revenue for the quarter indicated in Step 1. (See Sections 2, 3, 4 and 5 of Accommodation Ordinance)
5. Multiply total in Line 4 by 5% to determine the tax.
6. Fill in amount of fine, if any. After due date, a fine of 5% per month, not to exceed 25% shall be added.  
(See Section 7 of Accommodation Ordinance)
7. Fill in amount of interest, if any. The interest rate shall be one (1) percent per month, or fraction thereof, until paid. (See Section 5b of Accommodation Ordinance)
8. Total Lines 5 through 7.
9. Tax Credits – To receive a tax credit, you must fill out and sign the above affidavit. (See Section 3c & 3d of Accommodation Ordinance)
10. Subtract credits (line 9) from total amount due (line 8). This should be the amount paid with your return.
11. Sign and Date the form before mailing. Please include copies of your State Sales Tax Returns.

**\*Due Date\*** is on or before the 30<sup>th</sup> day following each quarter end. (See Section 5)