

**WHITE PINE COUNTY TOURISM & RECREATION BOARD**

150 SIXTH STREET - ELY NV 89301 - (775) 289-3720 Fax (775) 289-6757

**OPERATORS MONTHLY TRANSIENT TAX RETURN**

|                      |  |   |
|----------------------|--|---|
| <b>PROPERTY NAME</b> |  | FOR THE MONTH OF:                                       |
| <b>ADDRESS</b>       |  |   |
| <b>PHONE</b>         |  | DUE ON OR BEFORE THE<br>15TH OF THE<br>FOLLOWING MONTH: |

|   | REPORTED |
|---|----------|
| 1. GROSS RENTAL REVENUE INCLUDING YOUR 28+ DAY RENTALS              |          |
| <b>ADDITIONS</b>  |          |
| 2. ADJUSTMENTS FOR REVENUE FOR PRIOR MONTHS (Attach an explanation) |          |
| 3. TOTAL (Line 1 plus or minus Line 2)                              |          |
| <b>DEDUCTIONS</b>   |          |
| 4. REFUNDS PAID BY YOU  |          |
| 5. RENTAL REVENUE - 28 DAYS OR MORE (Rentals included in Line 1)    |          |
| 6. ADJUSTED RENTAL REVENUE FOR PRIOR MONTHS (Attach documentation)  |          |
| 7. TOTAL DEDUCTIONS (Line 4 + 5 + 6)                                |          |
| 8. TAXABLE ROOM RENTAL REVENUE (Line 3 less Line 7)                 |          |
| 9. TRANSIENT OCCUPANCY TAX (11.5% CITY TOT ONLY)                    |          |
| 10. PENALTY (if any - see instructions)                             |          |
| 11. TOTAL AMOUNT DUE AND PAYABLE                                    |          |

Penalties and interest are assessed on all delinquent payments. To avoid penalties, returns and remittance should be submitted on time or postmarked prior to midnight of the due date. Refer to White Pine County Room Tax Policy and Procedure Manual before charging tax or completing form. Please call (775) 289-3720 to request a copy of the manual

|                         |  |
|-------------------------|--|
| <b>NAME &amp; TITLE</b> |  |
| <b>EMAIL ADDRESS</b>    |  |
| <b>PHONE</b>            |  |
| <b>DATE</b>             |  |

Please make all checks payable to the White Pine County Tourism & Recreation Board.

Report & Payment must be received by 5:00pm on the 15th day immediately following the month you are reporting. Incorrect or improperly completed forms will be returned for correction and will NOT be considered as having been received by the WPCTR until they are amended.

**WHITE PINE COUNTY TOURISM & RECREATION BOARD**

150 SIXTH STREET - ELY NV 89301 - (775) 289-3720 Fax (775) 289-6757

**OPERATORS MONTHLY TRANSIENT TAX RETURN**

|               |  |   |
|---------------|--|---|
| PROPERTY NAME |  | FOR THE MONTH OF:                                       |
| ADDRESS       |  |   |
| PHONE         |  | DUE ON OR BEFORE<br>THE 15TH OF THE<br>FOLLOWING MONTH: |

1. Total number of **room nights available** to rent during the month (do **NOT** include rooms that are out of service).

2. Total number of room nights **occupied by 28 day** or more rentals (Non-taxable).

3. Total number of available room nights for the **taxable transient rental** (less than 28 day stay).

4. Total number of taxable transient **room nights rented** during the month (less than 28 day stay).

5. Percent of transient occupancy: Total number of transient occupied rooms divided by rooms available.

6. Total number of visitors (do **NOT** include 28 + day rentals).

7. Average number of visitors per occupied room.

This report must be completed each month along with the Transient Lodging Tax Return.  
For assistance, contact the White Pine County Tourism & Recreation Office at (775) 289-3720.

I HEREBY CERTIFY, that I have examined this report and that the statements made and the figures shown herein and in any accompanying schedules are to the best of my knowledge and belief a true and complete return made in good faith for the period stated, pursuant to all Applicable Ordinances.