

**CITY OF VALDEZ
INSTRUCTIONS FOR COMPLETING
TAX RETURN**



GROSS RENTALS - are defined as the amount paid as monetary consideration for occupancy in a Public Accommodation. See Valdez City Code Chapter 3.24 Section 010-120.

EXEMPT RENTALS - are defined as rentals for individuals that have signed an exemption form and met the criteria of the following exempt rentals:

- a) Rent paid directly by the United States Government or State of Alaska.
- b) An employee of the public accommodation collecting the tax.
- c) Any officer or employee of a foreign government who is exempt by reason of express provision of Federal law or treaty and has presented appropriate credentials to you.

NET TAXABLE RENTALS - Subtract the exempt rentals from the gross rentals. If there are no exempt rentals, the gross rentals amount is the same as the net taxable rentals.

TAX - is 6% of the Taxable Rentals.

PENALTY - is 10.5% of the tax due (minimum \$100.00) for failure to pay by the due date. Taxes collected by an operator shall be due no later than the last day of the month after each calendar quarter. If taxes collected by an operator have not been received by the Finance Department by the due date, the tax becomes delinquent and the operator shall incur a penalty equal to 10.5% of the tax due (minimum \$100.00). A onetime waiver of penalty is granted after April 30, 1994. Failure to submit a tax return shall result in a civil penalty of 10% of the tax due for each quarter the tax return is not filed.

INTEREST - is 10.5% per year on the delinquent tax. Enter .000029 times the tax due and times each day delinquent.

TOTAL PAYMENT - total of tax, penalty and interest.

An operator who, in the course of his business, rents accommodations upon which a tax is levied and fails to collect such tax shall incur a civil penalty of double the tax which should have been collected. A violator of this article is subject to criminal penalties as set forth in Valdez City Code Chapter 1.08 Section 010.

Remittance is to be made to the: **CITY OF VALDEZ**
ATTN: FINANCE DEPARTMENT
P.O. BOX 307
VALDEZ, AK 99686

A TAX RETURN MUST BE FILED EVEN IF THE REPORTED RENTALS ARE ZERO (0).

<u>Quarter Ending:</u>	<u>Return/Tax Delinquent after:</u>
March 31	April 30
June 30	July 31
September 30	October 31
December 31	January 31

Public Accommodation Quarterly Rental Tax Return

<i>Tax Return For Quarter Ending:</i>	
<i>Business Name :</i>	
<i>Mailing Address :</i>	
<i>Gross Rentals :</i>	\$
<i>Less: Exempt Rentals :</i> <small>(Must have signed exemption form)</small>	\$
<i>Net Taxable Rentals :</i>	\$
<i>Tax @ 6% of Taxable Rentals :</i>	\$
<i>Penalty-10.5% of tax :</i> <small>(Minimum \$100.00)</small>	\$
<i>Interest 10.5%/year :</i> <small>(.00029 times tax for each day delinquent)</small>	\$
TOTAL PAYMENT :	\$

I DECLARE, UNDER PENALTY FOR MAKING A FALSE STATEMENT, THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE STATEMENTS HEREIN ARE CORRECT AND TRUE.

SIGNED:

DATE:

TAXES ARE DUE NO LATER THAN THE LAST DAY OF THE MONTH FOLLOWING THE END OF EACH QUARTER. A RETURN MUST BE FILED EACH QUARTER. IF THIS IS A FINAL RETURN, MARK "FINAL RETURN" AND SEND TO CITY HALL WITH CERTIFICATE OF AUTHORIZATION TO COLLECT THE TAX. (See reverse for specific instructions)

QUARTER ENDING:	March 31 September 30	June 30 December 31
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Please make check payable and send to:

CITY OF VALDEZ
P.O. Box 307
Valdez, Alaska 99686
907-835-4313