

SUSQUEHANNA COUNTY HOTEL ROOM RENTAL TAX QUARTERLY RETURN

Updated 3/13/2025

INFORMATION & INSTRUCTIONS This tax is to be collected by the operator of each facility from each patron who rents a room. Each operator is required to file a quarterly tax return & remit any taxes due to Susquehanna County on or before the 25th day of the month following the end of the quarter for which the tax is levied. If there is no income & no tax due for a given month, indicate "\$-0-" on the gross receipts line & "NO TAX DUE" on the total tax payment due line. Always include your certificate number. Keep a copy of this completed form for your records. The signed, original return must accompany your remittance check and any supporting documents. **This form must be signed and dated for it to be valid.** Checks for payments should be made payable to "Susquehanna County Treasurer" and mailed to: Susquehanna County Treasurer P O Box 218 Montrose, PA 18801. Please call (570) 278-4081 if you have any questions.

Business Name: _____ Certificate # _____

Business Address (Physical Address): _____

Mailing Address (if different) _____

Phone: _____ Email: _____

REPORTING YEAR: _____

MONTH: _____

MONTH: _____

MONTH: _____

Gross Receipts			
Less Exempt Receipts – 30+ Days			
Total Taxable Receipts			
3% Tax Collected			
Tax Due			
Late Fee if applicable @ .75% Per Month			
Total Payment Due			
		Total Check Amount	

*NEW effective 1/1/2025

☐ **Check this box if your tax is collected & remitted by a third-party on your behalf AND attach the applicable monthly reports generated by the third-party vendor.** Please indicate the name of the third party below (i.e. Air BNB, VRBO, VacationRentals.com etc.) so that we can reconcile your account properly.

I hereby certify that this return has been examined by me and that the information herein is true, correct and complete to the best of my knowledge.

Signature _____

Date: _____

Print Name: _____

Title: _____



Office Use Only:

Recd:	Chk #:	Amt:	HID:
Recpt #:	Reconciled:	Scanned:	