

☐ STH0002-05-03
Form 13-32 Revised 12-2011

If report is typed or
machine printed see
instructions

COUNTY LODGING TAX REPORT

A. Taxpayer FEIN/SSN	B. Reporting Period	C. Due Date

D. Permit Number			

<input type="checkbox"/> M <input type="checkbox"/> M <input type="checkbox"/> D <input type="checkbox"/> D -Office Use Only-	<input type="checkbox"/> F.C.	<input type="checkbox"/> P.T.	<input checked="" type="checkbox"/> Mailing F. Address Change	<input checked="" type="checkbox"/> Business	<input checked="" type="checkbox"/> G. Out of Business
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H. Page 0 1 of Page(s)

E. Mailing Address

Name _____

Address _____

City _____ State _____ ZIP _____

1. Total Sales
(Whole dollars only)

----Dollars ----						Cents
						0 0

2. Exemptions -

						0 0
--	--	--	--	--	--	-----

3. Net Taxable Sales
(Line 1 minus line 2) =

						0 0
--	--	--	--	--	--	-----

COUNTY TAX COMPUTATION

I. County Code	J. County Name	K. Net Taxable Sales Subject to Lodging Tax				L. Tax Rate (%)	M. Amount of Tax Due (Multiply Item K by Item L)	
		---Whole Dollars Only---					----Dollars ----	Cents
4								
5								
6								
7								
8								
9								
10								
11								

12. Total Lines 4 through 11

13. Total from supplement pages ..

14. Tax Due (add lines 12 and 13)

15. Discount (limit \$2,500.00)

16. Interest +

17. Penalty +

18. Less approved credit
(attach credit voucher)

19. Total Due
(if no tax is due, enter '0')

----Dollars ----						Cents

I declare that the information in this document and any attachments is true and correct to the best of my knowledge and belief.

Sign Here:	Date
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GENERAL INSTRUCTIONS

Please use a #2 pencil or pen with black ink to make your entries on this form. If you type your report, please type "XXX" over "222" in Box P at the top of the form. If your mailing address or your business address has changed place an "X" in the proper Box F and enter the correct information in space provided below. If you are not required to file this form, call the Oklahoma Tax Commission at (405) 521-3160.

SPECIFIC INSTRUCTIONS

ITEM A - Enter your taxpayer identification number.
ITEM B - Enter the month(s) and year for the sales being reported.
ITEM C - Enter the date the report is due.
ITEM D - Enter your Sales Tax Permit Number.
ITEM E - Provide your name and mailing address.
ITEM H - Enter the total number of pages enclosed in the boxes to the right of the word "of."

If you are closing your business and this will be your last lodging tax return, mark over the "X" in block "G".

Line 1: Total Sales

Enter the total amount of gross receipts, including taxable and non-taxable receipts. If no sales were made during the reporting period, enter zero.

Line 2: Exemptions

Enter total amount of sales exempt from lodging tax. All sales that are exempt from sales taxes are also exempt from lodging taxes.

Line 3: Net Total Taxable Sales

Subtract line 2 from line 1. This amount should be equal to the total of entries in Column K.

Line 4 - 11: County Tax Computation

We are aware the computer printed information is subject to change, therefore, we have provided blank lines for you to add counties as needed. If any computer printed information is incorrect, mark through the incorrect information and write in the correct data. If no taxable sales were made for a computer printed county, leave the line blank.

Column I - Enter the code for each county for which you are remitting tax that has not been computer printed.

Column J - Print the name of the county for which you are remitting tax that has not been computer printed.

Column K - Enter the "net taxable sales" for each county. If no "net taxable sales" were made, enter zero.

Column L - Enter the current lodging tax rate for each county for which you are remitting tax that has not been computer printed.

Column M - Multiply the amounts in Column K times the rates in Column L and enter the sales tax due for each county.

Line 12: Total from County Tax Computation

Add the County tax due from lines 4 through 11, Column M. Enter the total here.

Line 13: Supplement Pages Totals

Total the tax due amounts from supplement pages of county taxes.

Line 14: Tax Due

Add the amounts on Lines 12 and 13. This will be the total county lodging tax due before any discount, interest or penalty is added, if applicable.

Line 15: Discount

If this report and remittance is postmarked by the due date shown in Item C, you are eligible for a 1% discount for timely payment. Multiply line 14 by 0.01. Make no entry if this report is late. The maximum amount allowed is \$2,500.00

Line 16: Interest

If this report and remittance is postmarked after the due date shown in Item C, the tax is subject to interest at the rate of 1.25% per month, from the due date (Item C) until it is paid. Multiply the amount on Line 14 by the applicable rate for each month or part thereof that the report is late.

Line 17: Penalty

If this tax report and remittance is not postmarked within 15 calendar days of the due date, a 10% penalty is due. Multiply the tax amount on Line 14 by 0.10 to determine the penalty.

Line 18: Approved Credits

Enter the amount of credit taken. Use any OTC credit voucher(s) issued for a previous over payment of lodging taxes. Attach the credit voucher(s) to this report.

Line 19: Total Due

Total the report. Add lines 14, 16 and 17. Subtract lines 15 and 18.

WHEN YOU ARE FINISHED...

Sign and date the report and mail it with your payment in the enclosed return envelope to:

Oklahoma Tax Commission
P.O. Box 26850
Oklahoma City, OK 73126-0850

WHO MUST FILE FORM 13-32

County lodging tax is applicable in counties that have held an election and passed lodging tax. If a city within the county has a city lodging tax, the county lodging tax does not apply. This tax is to be charged by all establishments, hotels, motels, apartments, etc., that provide the service of furnishing rooms for public lodging. Campsites are exempt. Every vendor who is responsible for collecting/remitting payment of Oklahoma lodging tax must file a County Lodging Tax Report. Reports must be filed for every period even though there is no amount subject to tax nor any tax due.

WHEN TO FILE FORM 13-32

Reports must be postmarked on or before the 20th day of the month following each reporting period. The due date for filing this report is printed in Item C.

PAYMENT INFORMATION

Please send a separate check with each report submitted and put your Taxpayer FEIN or SSN on your check.

NEED ASSISTANCE?

For assistance, contact the Oklahoma Tax Commission's Taxpayer Assistance Division at (405) 521-3160.

Mandatory inclusion of Social Security and/or Federal Identification numbers is required on forms filed with the Oklahoma Tax Commission pursuant to Title 68 of the Oklahoma Statutes and regulations thereunder, for identification purposes, and are deemed part of the confidential files and records of the Oklahoma Tax Commission.

The Oklahoma Tax Commission is not required to give actual notice of changes in any state tax law.

Changes In Business Mailing Address:

FEIN/SSN _____
Name _____
Address _____
City _____
State _____ ZIP _____

Changes In Business Location Address:

FEIN/SSN _____
Name _____
Address _____
City _____
State _____ ZIP _____