

**Oklahoma Tax Commission**  
**Form STH20006**  
**Lodging Tax Return**  
**for Filing Returns Prior to July 1, 2017.**

**This form is used to file Lodging Tax Returns**  
**PRIOR TO July 1, 2017.**

Four empty boxes for office use only.



# Lodging Tax Return

A. Taxpayer FEIN/SSN	B. Reporting Period	C. Due Date	D. Account Number	<input type="checkbox"/> E. Amended Return
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H. Page 01 of \_\_\_\_\_ Page(s)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

F. Out of Business  
Date Out of Business: \_\_\_\_\_ MM/DD/YY

G. Mailing  
Address Change

G. New Mailing Address

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

----- Dollars ----- Cents -----

1. Total Sales .....	1.	_____	.	_____	00
2. Exemptions .....	- 2.	_____	.	_____	00
3. Net Taxable Sales (Line 1 minus Line 2).....	= 3.	_____	.	_____	00
4. City/County Tax (Sum of line(s) N. of Column M from schedule below and supplemental pages).....	4.	_____	.	_____	
5. Discount (limit \$2,500.00).....	- 5.	_____	.	_____	
6. Interest .....	+ 6.	_____	.	_____	
7. Penalty .....	+ 7.	_____	.	_____	
8. <b>Total Due</b> (If no tax is due, enter '0').....	= 8.	_____	.	_____	

Please remit only **one** check per return.

## City/County Tax Schedule

	I. City/County Code	J. City/County Name	K. Net Taxable Sales Subject to Lodging Tax --- Whole Dollars Only ---	L. Tax Rate (%)	M. Amount of Tax Due (Multiply Item K by Item L)	
					--- Dollars ---	Cents
9						
10						
11						
12						
13						
14						
15						
<b>N. TOTAL</b> (if more space is needed, use supplement page[s])						

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The information contained in this return and any attachments is true and correct to the best of my knowledge.

## Lodging Tax Return Instructions

### General Instructions

#### **Who Must File Form STH20006**

Lodging tax is applicable in cities or counties that have held an election and passed a 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 Lodging Tax Return. Returns must be filed for every period even though there is no amount subject to tax nor any tax due.

#### **When To File Form STH20006**

Returns must be postmarked on or before the 20th day of the month following each reporting period.

#### **How to File Electronically**

File and pay electronically by using OKTAP, located at [www.tax.ok.gov](http://www.tax.ok.gov).

#### **Payment Information**

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

### Specific Instructions

- ITEM A - Enter the taxpayer identification number.
- ITEM B - Enter the month(s) and year for the city or county lodging tax being reported.
- ITEM C - Enter the date the return is due.
- ITEM D - Enter your Account Number.
- ITEM E - Check Box E if this is an amended return.
- ITEM F - If you are closing your business and this will be your last Lodging Tax Return, check Box F and give the Date Out of Business.
- ITEM G - Check Box G if your mailing address has changed. Enter the new address in Item G. **NOTE:** Changes to location address must be submitted on the Notification of Business Address Change Form (BT-115-C-W), available at [www.tax.ok.gov](http://www.tax.ok.gov).
- ITEM H - Enter the total number of pages enclosed to the right of the word "of."

#### **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: Total City/County Tax**

Add the City/County tax due from Column M, Item N from City/County Tax Schedule and supplemental pages.

#### **City/County Tax Schedule Computation (Lines 9-15)**

- Column I - Enter the code for each city or county for which you are remitting tax.
- Column J - Print the name of the city or county for which you are remitting tax.
- Column K - Enter the "net taxable sales" for each city or county. If no "net taxable sales" were made, enter zero.
- Column L - Enter the current lodging tax rate for each city or 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 lodging tax due for each city or county.

ITEM N. TOTAL: Enter the totals from Column M.

### Specific Instructions - continued

#### **Line 5: Discount**

If this return and remittance is postmarked by the due date in Item C, you are eligible for a 1% discount for timely payment. Multiply Line 4 by 0.01. Make no entry if this return is late. The maximum amount allowed is \$2,500.00.

#### **Line 6: Interest**

If this return and remittance is postmarked after the due date 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 4 by the applicable rate for each month or part thereof that the return is late.

#### **Line 7: Penalty**

If this tax return and remittance is not postmarked within 15 calendar days of the due date, a 10% penalty is due. Multiply the tax amount on Line 4 by 0.10 to determine the penalty.

#### **Line 8: Total Due**

Total the return. Subtract Line 5 from Line 4, then add Line 6 and Line 7.

### **When You are Finished...**

Sign and date the return and mail it with your payment to:

**Oklahoma Tax Commission  
Post Office Box 26850  
Oklahoma City, OK 73126-0850**

### **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.