



Lodging Facility Sales and Use Tax Return Instructions

- LINE 6:** Gross receipts: total accommodations charges for the use of lodging facilities.
- LINE 7:** Charges for any individual that rents the same room for over 30 continuous days.
- LINE 8:** Charges for federal employees that use a federal credit card that is approved by the department or if you send bill directly to the Federal Government.
- LINE 9:** Uncollectible charges (example - NSF checks, cancellations, etc.)
- LINE 10:** Other: please attach a separate sheet of paper explaining other circumstances.
- LINE 11:** Total of your taxable receipts (line 6 minus 7, 8, 9,10)
- LINE 12:** Tax due equals 7% of line 11 (line 11 x .07)
- LINE 13:** Vendor's allowance (line 11 x .0015 – max of \$1,000); you must file and pay on time to receive the allowance, allowance only applies to 3% of taxable receipts.
- LINE 14:** Total tax due (line 12 minus line 13)
- LINE 15:** Amount paid with this return

**Make check payable to the Department of Revenue and mail with this coupon to:
Department of Revenue, PO Box 5835, Helena, MT 59604-5835**

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Montana Department of Revenue Lodging Facility Sales and Use Tax		Above space is for department use only.	
1. FEIN	2. Account ID	6. Gross receipts	
3. Quarter Ending Due:	If this is an amended return, check here <input type="checkbox"/>	7. Less: 30 day continuous rentals	()
4. If you are no longer in business and want your account cancelled, enter the final date. _____		8. Less: federal employee exemption	()
5. Give monthly breakdown of gross receipts Month 1 _____ Month 2 _____ Month 3 _____		9. Less: uncollectible charges	()
		10. Other (attach explanation)	()
		11. Taxable Receipts (line 6 minus lines 7-10)	()
Signature _____		12. Tax (7% of line 11)	
Title _____		13. Less: vendor allowance (see instructions)	()
Phone _____	Date _____	14. Total tax due (line 12 minus line 13)	
Name _____			
Address _____			
Address _____			
City, State Zip _____			
		15. Amount paid with this return cents	
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