

TOWN OF NEW CASTLE, CO. – LODGING TAX RETURN

WHO MUST FILE A RETURN

All establishments which provide accommodations through short term (less than thirty consecutive days) rental or leasing of any hotel room, lodging or inn room, motor hotel, guest house, mobile home, bed and breakfast, or any other place that furnishes sleeping accommodations for commercial purposes.

WHEN YOU MUST FILE

Returns must be filed by the 20th day of the month following the month for which you are reporting.

(TAXPAYER NAME & ADDRESS)	Town of New Castle Finance Department PO Box 90 New Castle, Co 81647 (970) 984-2311	
PERIOD COVERED	DUE DATE	Computation of Tax
1. a. Gross Sales:		
b. Add bad debts collected		
2. TOTAL sales (Lines 1a and 1b)		
3. a. Adjust for non taxable services		
b. Adjust for rentals in excess of 30 days		
c. Adjust for bad debts charged off		
4. TOTAL deductions (Lines 3a, 3b, and 3c)		
5. Amount subject to lodging tax (Line 2 minus line 4)		
6. Lodging Tax (Line 5 x 2.5%)		
7. Add excess tax collected		
8. TOTAL TAX DUE (Add Lines 6 and 7)		
Late Filing – If return is filed after due date:	XXXXXXXXXX	XXX
9. a. Penalty: Line 8 X 10%		
B. Interest (Line 8 + 9.a. x 1.5% x # of months late)		
10. Total Penalty & Interest Due (Add Lines 9a and 9b)		
11. Adjust Prior Period Over/Underpayment		
12. TOTAL DUE AND PAYABLE (Add Lines 8, 10 and 11)		

(Make check or money order payable to: TOWN OF NEW CASTLE)

I hereby certify under penalty of perjury that the statements made herein are to the best of my knowledge true and correct.	
By: _____	
Company: _____	Title _____
Signature: _____	Date _____

(PLEASE RETAIN A COPY FOR YOUR RECORDS)