



CITY OF BLUE SPRINGS  
 Revenue Collections Division  
 903 W, Main Street  
 Blue Springs, MO 64015



## HOTEL/MOTEL TAX RETURN

For Month Ending: \_\_\_\_\_

Report Due: \_\_\_\_\_

**A. ADDRESS & CONTACT INFORMATION** *(please note any corrections below)*

Location Address: \_\_\_\_\_ MITS Account Number: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

General Manager: \_\_\_\_\_ Address Correction:  Mailing Address  Business Address

**B. OWNERSHIP INFORMATION**  
*(PLEASE INDICATE ANY CHANGES IN OWNERSHIP INFORMATION)*

Type of Business: Sole Proprietor \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

Owner or Corporation Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Address \_\_\_\_\_

Co-Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Address \_\_\_\_\_

Co-Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Address \_\_\_\_\_

**C. MONTHLY TAX REPORT**  
*(See Instructions on Back)*

1.	Number of Occupied Rooms	_____
2.	Total Gross Receipts From Room Rentals	\$ _____
3.	Less Non-Transient Room Rentals (including sales taxes) <i>(attach listing of guests and dates of occupancy as documentation)</i>	\$ _____
	<b>Subtotal</b>	\$ _____
4.	Total Gross Receipts from State & Local Sales Taxes (Subtotal X 6.85%)	\$ _____
5.	Net Taxable Receipts From Room Rentals (Subtotal + Line 4)	\$ _____
6.	6.5% Hotel/Motel Tax Due (Line 5 X 6.92%)	\$ _____
	7. Penalty (10% 1st Month After Due Date and 2% Each Additional Month)	\$ _____
	8. Total Due (Line 6 Plus Line 7)	\$ _____

I hereby certify as provided by law that the above is a true statement.

*Note: This return must be signed and dated.*

SIGNATURE OF TAXPAYER	TITLE	TAX PERIOD	DATE

**CITY OF BLUE SPRINGS, MISSOURI  
MONTHLY HOTEL/MOTEL GROSS RECEIPTS TAX RETURN  
INSTRUCTIONS**

- A. ADDRESS & CONTACT INFORMATION - Review the pre-printed information making any corrections or additions necessary to ensure the data on file with the City is complete and current.
- B. OWNERSHIP INFORMATION - Review the pre-printed information, making any corrections or additions necessary to ensure the data on file with the City is complete and current.
- C. MONTHLY TAX REPORT - Please follow the instructions below to ensure the accuracy of all data.
1. Enter the sum of the total daily number of guest rooms occupied by transient and non-transient guests during the month for which the report is being filed. Failure to supply this information will result in the report being returned and penalties assessed.
  2. Enter total gross receipts from room rentals by transient and non-transient guests for the month indicated. Please note gross receipts from taxes will be reported on separate lines on the return as described below.  
*PLEASE NOTE: Guests who are exempt from remitting sales taxes ARE NOT exempt from the City's hotel/motel gross receipts tax.*
  3. Enter the total gross receipts (including applicable sales taxes) from non-transient room rentals for the month. Section 655.010 of the Blue Springs City Code defines a non-transient guest as one who is registered for more than 28 consecutive days. Please attach a detailed summary of guests and dates of occupancy to document exclusion from payment of the tax.
  4. Enter total gross receipts from state, federal and local sales taxes paid for room rentals. This amount should correspond to the amount reported on your monthly State Sales Tax Return. (Current sales tax rate in Blue Springs is 6.850%)
  5. Compute Net Taxable Receipts by subtracting Line 3 from Line 2 + Line 4 (Subtotal + Line 4)
  6. Compute the amount due for the 6.5% Tax by multiplying the Line 5 by 6.92% (.0692). This will ensure that the tax amounts collected are included in the calculation of gross receipts as specified by ordinance.
  7. The license tax due under this Chapter shall be paid to the City Finance Department monthly. The license tax due for gross daily rental receipts collected during each month shall be due and payable on or before the last day of the following month.  
If payment is made after the due date, the late payment penalty should be included with your payment. Compute the penalty by multiplying Line 6 by 10% for the first month or any part thereof and an additional 2% for each month thereafter.
  8. Compute TOTAL TAX DUE by adding lines 6 & 7. Please make check payable to "CITY OF BLUE SPRINGS and mail with the original SIGNED AND DATED report to:

City of Blue Springs  
attn: Revenue Collections  
903 W. Main Street  
Blue Springs, MO 64015

**If assistance is needed, please call (816) 228-0189.**