



KANSAS DEPARTMENT OF REVENUE  
TRANSIENT GUEST TAX RETURN

(VAL)

(REEL)

(BLIP)

DO NOT WRITE ABOVE THIS LINE

Taxpayer I.D. No. (TPID) \_\_\_\_\_

Filing Period (FPDT) \_\_\_\_\_

Local Code (LOC) \_\_\_\_\_

**THIS RETURN MUST BE FILED AND THE TAX PAID BY** \_\_\_\_\_

1. Total gross receipts from charges for sleeping accommodations . . . . . (GTX)	1		
2. Allowable deductions (See instructions) . . . . . (RO28)	2		
3. Amount subject to tax (Line 1 less line 2) . . . . . (NTBS)	3		
4. Amount of tax due (Multiply lines 3 times % ) . . . . . (TAX)	4		
5. Amount of penalty (See instructions) . . . . .	5		
6. Amount of interest (See instructions) . . . . .	6		
7. Total amount due (Add lines 4, 5 and 6) . . . . .	7		
8. Credit from prior period(s) (See instructions) . . . . . (PRCR)	8		
9. Amount remitted (Line 7 minus line 8) . . . . .	9		

FOR OFFICE USE ONLY		
Doc Exam Codes (EXC) _____	(EXDT) _____	Sub Trans Code (STRC) _____

I certify that this is a true, correct and complete return.

\_\_\_\_\_  
Signature

Business Telephone No. ( ) \_\_\_\_\_  
Area Code

Mail this return and remittance to: Kansas Miscellaneous Tax, Kansas Department of Revenue, 915 SW Harrison St., Topeka, Kansas 66625-5000. Make remittance payable to Transient Guest Tax. Be sure to write your transient guest tax account number and filing period on your check or money order.

FOR OFFICE USE ONLY
Doc Received Date _____

## TRANSIENT GUEST TAX RETURN

### NOTICE OF CHANGE IN BUSINESS NEW OWNERS - DO NOT USE PREVIOUS OWNER'S RETURN

If there has been a change in your business since the preceding return, please furnish applicable information below and mail to Customer Relations/Miscellaneous Tax, Kansas Department of Revenue, 915 SW Harrison St., Topeka, Kansas 66625-5000.

Name as shown on return: \_\_\_\_\_ Taxpayer ID No. \_\_\_\_\_

New person to contact: \_\_\_\_\_ Phone No. (\_\_\_\_\_) \_\_\_\_\_  
Area Code

New business name: \_\_\_\_\_

New business address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Business being discontinued as of: \_\_\_\_\_

Business being sold as of: \_\_\_\_\_

Name and mailing address of new owner(s): \_\_\_\_\_

## TRANSIENT GUEST TAX

The transient guest tax is levied upon the gross receipts derived from or paid by transient guests for sleeping accommodations in any hotel, motel or tourist court. The tax does not apply where a room is rented by an individual for a period of more than twenty-eight (28) consecutive days, or where the federal government pays directly for the room (these are the only exceptions). If the guest pays for the room and is later reimbursed by the federal government, the transient guest tax would still apply.

The tax must be collected by the hotel, motel or tourist court from the consumer or user and remitted to the Kansas Department of Revenue. Records of gross receipts must be kept separate and apart from the records of other retail sales made by the business. The transient guest tax charge must be stated separately on the invoice to the guest and should not be combined with the charge for sales tax.

### INSTRUCTIONS FOR COMPLETING TRANSIENT GUEST TAX RETURN

Line 1 - Enter amount of gross receipts on line 1 received from charges for sleeping accommodations.

Line 2 - Enter amount included in gross receipts which represents receipts received from renting of a room by a person for a period exceeding twenty-eight (28) consecutive days and direct rentals to the federal government.

Line 3 - Amount subject to tax. Subtract line 2 from line 1.

Line 4 - Multiply the amount shown on line 3 by the appropriate tax rate shown on line 4.

Line 5 - Enter the amount of penalty due for delinquent payment of Transient Guest Tax. A penalty of 10% of the amount shown on line 4 is due when the tax is paid after the due date. If the tax is paid more than sixty (60) days after the original due date, a 25% penalty is due. Additional information regarding penalty rates can be obtained at our web site: [www.ksrevenue.org](http://www.ksrevenue.org)

Line 6 - Enter the amount of interest due for delinquent payment of Transient Guest Tax (both penalty and interest are due if the tax is paid after the due date). Information regarding current year or prior year interest rates can be obtained at our web site: [www.ksrevenue.org](http://www.ksrevenue.org)

Line 7 - Enter the amount of tax, penalty and interest due (Add lines 4, 5 and 6).

Line 8 - Enter the amount of a verified credit memorandum issued by the Kansas Department of Revenue. The credit memorandum(s) must be enclosed with the return. Note: A debit memorandum must be paid by a separate check and returned to the Kansas Department of Revenue.

Line 9 - Enter total amount of tax, penalty and interest remitted with this return.

Questions concerning transient guest tax should be directed to Customer Relations/Miscellaneous Tax, Kansas Department of Revenue, 915 SW Harrison St., Topeka, Kansas 66625-5000 or call 785-368-8222.