### Hotel Room Rental Tax—Coupon Instructions

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Enter the Total Gross Receipts on Line 1 received from the sale of a “room-night(s)”.</td>
</tr>
<tr>
<td>B</td>
<td>Enter the Total Exempted Receipts on Line 2 for qualifying occupants. Be sure to include a list of your exemptions when filing your coupon and payment.</td>
</tr>
<tr>
<td>C</td>
<td>Subtract Line 2 from Line 1 and enter the difference on Line 3. These are the Taxable Receipts which are subject to the Tax.</td>
</tr>
<tr>
<td>D</td>
<td>Multiply amount entered on Line 3 by 7% (.07) and enter the Tax Due on Line 4.</td>
</tr>
<tr>
<td>E</td>
<td>Add Lines 4 &amp; 5 and enter the sum on Line 6. This is the amount of Total Payment Due. If there is no tax due for the period, enter “No Tax Due” on Line 6.</td>
</tr>
<tr>
<td>F</td>
<td>Sign the coupon, print your name, telephone number &amp; email address.</td>
</tr>
<tr>
<td>G</td>
<td>Make check payable to John K. Weinstein, Allegheny County Treasurer. Do not send cash. Detach coupon and mail with payment using the enclosed self-addressed envelope.</td>
</tr>
</tbody>
</table>

### Your Account Quick Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Balance (+) Previous Period(s)</td>
<td></td>
</tr>
<tr>
<td>Posted Tax Payable (-) Previous Period(s)</td>
<td></td>
</tr>
<tr>
<td>Tax Payment (+)</td>
<td></td>
</tr>
<tr>
<td>Penalty, Interest &amp; Fees (+)</td>
<td></td>
</tr>
<tr>
<td>Overpayment (Credit) (+)</td>
<td></td>
</tr>
</tbody>
</table>

### ALLEGHENY COUNTY HOTEL ROOM RENTAL QUARTERLY TAX COUPON

1. Total Gross Receipts $  
2. Less Exempted Receipts $  
3. Taxable Receipts $  
4. Tax Due (Line 3 x .07) $  
5. Balance Forward $  
6. Total Payment Due (Lines 4 & 5) $  

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New Address or Business Discontinued? Please provide information on reverse side.

I hereby certify that I have examined this return and it is correct to the best of my knowledge.

Signature ________________________________  
Print Name ________________________________  
Telephone Number __________________________  
Email Address ______________________________
Who must file this form?
Every vendor subject to the Allegheny County Hotel Room Rental Tax, including but not limited to hotels, motels, bed and breakfasts, and property owners which have accommodations available to the general public as sleeping quarters for periods less than thirty (30) days.

What if I do not have any Taxable Receipts for a particular period?
A return must be filed for every period. Enter “No Tax Due” on Line 6 of the coupon if there are no Taxable Receipts.

Tax Rate
The tax rate is 7% (.07) on the gross sale price of a “room-night”.

Filing Periods, Due Dates
Each monthly return form is due from each vendor within 20 days after the last day of the prior month for which the return is being filed. Each quarterly return form is due from qualifying vendors within 20 days after the last day of the prior quarter for which the return is being filed. Only vendors with fewer than 15 rooms qualify for quarterly returns.

Fee(s)
A check returned to the Tax Collector due to insufficient funds will incur a charge in an amount to be determined by the Tax Collector.

Prior Balance
This amount is the total of any/all payments, adjustments, credits, penalties, interest, fees, and unpaid tax due on the account at the time the previous period's tax coupon was generated.

(+) Previous Period(s) Posted Tax Payable
This is the amount that was entered on Line 6, by the vendor, on all tax coupons filed last period. The tax calculation will have been verified and posted by the Tax Collector.

(-) Previous Period(s) Tax Payment
This is the amount received from the vendor for the reported Total Payment Due on all tax coupons filed last period.

(+) Previous Period(s) Penalty & Interest
Failure to file and pay by the due date will result in the imposition of a penalty and interest. A penalty will be imposed at a rate of five percent (5%) for the first month, or fraction thereof, from the time the Tax became due. Interest will be imposed at a rate of one percent (1%) per month, or fraction thereof, from the time the Tax became due.

(+) Previous Period(s) Overpayment (Credit)
This is the amount determined by the Tax Collector as an overpayment on any/all tax coupon(s) filed last period. The Previous Period(s) Tax Payment must exceed the sum of the Prior Balance and the Posted Tax Payable, as well as Fees, Penalty & Interest if applicable.

Balance Forward
This amount is the total of any/all adjustments, credits, penalties, interest, fees, and unpaid tax due on the account and will automatically be entered on Line 5 of the current period’s tax coupon by the Tax Collector.

How Can We Help You?

Special Tax Division, Customer Service
412-350-4114
877-893-7465

Hours:
Monday - Friday 8:30am to 4:30pm

For complete Rules & Regulations, including “Exemption” definitions, Please visit our website at: www.alleghenycounty.us/treasurers-office/hotel-occupancy-tax.aspx

For Questions & Comments email us at: webmaster.treasurer@alleghenycounty.us

New Information? (Please be sure to check the box on the front if you fill any boxes below).

☐ If your address is changing, please enter the new information below.
   Name ________________________________
   New Address __________________________
   ______________________________________
   ______________________________________

☐ If Business has been discontinued, please enter date of last operations ________________________________