



Preparing Monthly Lodgers Tax Forms

City of Santa Fe
PO Box 909
Santa Fe, NM 87504

City of Santa Fe, New Mexico Lodger's Occupancy Tax Report

Tax Rate (14)

Acct. No.	Business Name & Address	No. of Avail. Rms.	Occupancy Rate%	Gross Rent	(Total Exempt)	Total Taxable Rent	Lodger Tax + Conv. Ctr. Fee
(1)	(2)	(3)	(4)	(5)	(6)	(7)	\$ (8)
							\$ -
							\$ -

Check if Applicable: Amemded Report

FIN003.pmd-12/03

Reporting Period through
 (13) Month Day Year Month Day Year

(15)

 Print Name City Business License Phone

 Signature of Taxpayer/Agent Title Date

TOTAL TAX DUE	\$ (9)
PENALTY	\$ (10)
INTEREST	\$ (11)
TOTAL AMOUNT DUE	\$ (12)

Amounts are due by the 25th of the following month. Payments not received by the 25th are subject to penalties equal to the greater of 10% or \$100.00 and interest on the unpaid balance at the rate of 1% per month for both Lodgers Tax and Convention Center Fee each. (Ord. #18-11)

Return original with remittance to:
 City of Santa Fe
 Attention: Cashiers
 P.O. Box 909 Santa Fe NM 87504

- (1) This is a City issued number.
- (2) Insert your business name and address
- (3) No. of Avail. Rms. – this number is derived by taking the total number of rooms available for rent in the month and multiplying that by the number of days in the month.
 - a. Example: Hotel A has 100 rooms in the hotel. For the month of January only 95 were available for rent, due to maintenance. So, 95 rooms multiplied by 31 days in January gives you 2945 rooms available for rent in January.
- (4) Occupancy Rate% - This is the percentage of rooms actually rented during the reporting month.
 - a. Example: Hotel A has 2945 rooms available for the month of January. Of those rooms, Hotel A rented 2000 during the entire month. Therefore the Occupancy rate% would be 68%. 2000/2945=68%. Hotel A rented 68% of their available rooms in January.
- (5) Gross Rent – This is the total income received from room rentals for the month.

- (6) Total Exempt – This is the amount of income received in the reporting month that is not subject to Lodger’s Tax. (Please review the City Ordinance# 18-11.8 for the definition of Exempt.)
- (7) Total Taxable Rent – This is the difference of Gross Rent and Total Exempt.
- (8) Lodger Tax + Conv. Ctr. Fee – This is Total Taxable Rent times the Tax Rate. The Tax Rate is currently 7%.
- (9) TOTAL TAX DUE – This is equal to the Lodger Tax + Conv. Ctr. Fee.
- (10) Penalty – Penalty is calculated when a return is under paid or sent late. Penalty is equal to 10% of Total Tax Due or \$100.00, which ever is greater.
- (11) Interest – Interest is calculated at a rate of 1% of the unpaid balance per month until paid in full. Unlike Penalty which is a one time charge, Interest will continue to calculate until paid in full.
- (12) TOTAL AMOUNT DUE – Is the total of Tax Due, Penalty and Interest.
- (13) This is the Reporting period for which the report is being sent.
 - a. Example: If reporting for January 2005 the reporting period would be 1/1/05 through 1/31/05.
- (14) Tax Rate = 7% as of July 1, 2004
- (15) Your Business License Number is the City issued number for your business. It is formatted like XX-XXXXX. The first two digits are representative of the year. For example, a 2004 license would begin 04-XXXXX. 2005 will begin with 05 and so on. The second five (5) digits are issued to the business when a licensed by the City and will remain unchanged for as long as the business exists.

Note: It is important that all information requested on the Lodger’s Tax form be included each month.

Please click on the link below for the City of Santa Fe’s Lodgers Tax ordinance. Once there, click on the [City of Santa Fe](#) then scroll to Chapter XVIII-Licenses and Taxes