



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 line 3 times %) (TAX)	4		
5. Amount of penalty (See instructions)	5		
6. Amount of interest (See instructions)	6		
7. Total amount due (Add line 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 66625-7000, make remittance payable to Transient Guest Tax.

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, Kansas Department of Revenue, 915 SW Harrison St., Topeka, Kansas 66625-2007.

Name as shown on return: _____ Taxpayer ID No. _____

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

New business name: _____

New business address: _____

New business 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. 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 received from charges for sleeping accommodations.
- Line 2 - Enter amount included in gross receipts on line, 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 filing a delinquent Transient Guest Tax return. The penalty is 10% of the amount shown on line 4. The penalty rate is 25% of the tax due on line 4 if over six months after the original due date. Information regarding the current or prior interest rates can be obtained from our web site: www.ink.org/public/kdor
- Line 6 - Enter the amount of interest due for filing a delinquent Transient Guest Tax return. The current interest rate is .833% per month. Information regarding the current or prior penalty rates can be obtained from our web site: www.ink.org/public/kdor
- Line 7 - Enter the amount of tax, penalty and interest due with this return (Add line 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 included with this return.

Questions concerning transient guest tax should be directed to the Customer Relations/Miscellaneous Tax, Kansas Department of Revenue, 915 SW Harrison St., Topeka, Kansas 66625-7100, (785) 368-8222 or outside Topeka Toll Free 1-877-526-7738.