

City of Whitefish
 418 East 2nd Street
 P.O. Box 158
 Whitefish MT 59937

CITY OF WHITEFISH
RESORT TAX TRANSMITTAL FORM
 City Code Title 3, Chapter 3



Business Name:		Reporting for the Month of:	
(A)	Adjusted Gross Taxable Sales	Total Line (A)	\$
(B)	3% Resort Tax (Total of Line (A) Multiplied by 3% or 0.03)	Total Line (B)	\$
(C)	Less Administrative Fee Kept by Collecting Merchant (Total of Line (B) Multiplied by 5% or 0.05)	Total Line (C)	\$
(D)	Delinquent Penalty (# of Days Remittance is Late Multiplied by 0.000274 Multiplied by Total in Line (B))	Number of Days Late	# 11
		Total Line (D)	\$
Taxes and Delinquent Penalty (if Applicable) Due (Line (B) Minus Line (C) Plus Line (D))		Total Amount Due	\$



Check here if reporting for a Special Event
Name of Event:

I hereby certify that the statements made herein are to the best of my knowledge true and correct.

Signature **Name (please print)** **Date** **Phone Number**

Please make check or money order payable to the **City of Whitefish** and mail/deliver to 418 East 2nd Street, P.O. Box 158, Whitefish, MT 59937 along with a copy of this form. Keep a copy of this form for your records. Payments can also be placed in the Utility Billing Drop Box at City Hall.

Resort Tax Transmittal Forms must be submitted along with payment for each month even if no taxable sales are recorded.

WHITEFISH RESORT TAX

The Resort Tax Transmittal Form is the only document by which each business or merchant responsible for collecting the tax will be required to report and transmit the tax collections. The form and payment must be received by the City of Whitefish no later than the 20th day of the month following the month of tax collection. In the event the 20th day falls on a weekend or a holiday, the transmittal and payment will be due the first subsequent business day for the City.

The Resort Tax Transmittal Form is designed for easy completion. The business operator or merchant notes the collection month for which the tax was reported and collected. Instructions for completing the form are as follows:

1. Line (A) of the form is to display the "Adjusted Gross Taxable Sales" for the month. Gross sales are considered on a "cash" basis and; thereby may be "adjusted" to exclude charged sales until they are paid;
2. Line (B) shows the sum of Line (A) multiplied by the Resort Tax Rate of 3% or 0.03;
3. Line (C) is the amount the business or merchant keeps as an Administrative Fee for collecting and remitting the Resort Tax for the City of Whitefish, which is 5% or 0.05 of the tax collected;
4. Line (D) is for reporting an amount due if the business or merchant submits their Resort Tax Transmittal Form and payment past the due date. An amount is due for Line (D) ONLY in the event of late submittal of the Resort Tax Transmittal Form and payments. The penalty for late payment is 0.0274% or 0.000274 per day the transmittal is late. The daily rate represents 10% divided by 365 days:
5. The Total Amount Due is calculated by subtracting Line (C) from Line (B) and adding Line (D) (if applicable). This represents the total due to the City.
6. Certain businesses report Resort Tax collections for special events held in Whitefish City Limits. If you are reporting Resort Tax collections solely from a special event, please indicate so by providing the event name.

The name of the business or merchant reporting the tax and the month reported must be completed at the top of the form. The authorized person preparing the form shall also complete the certification section with a signature. The Resort Tax Transmittal Form must be mailed or dropped off along with payment.

The business or merchant is to retain a copy of the Resort Tax Transmittal Form for their records. All businesses who are required to collect and report Resort Tax are subject to audit by the City. For more information regarding resort tax for the City of Whitefish see our website at www.cityofwhitefish.org.