



**John K. Weinstein**  
Allegheny County Treasurer  
Special Tax Division

## Allegheny County Hotel Room Rental Monthly Tax Statement

Account Number	Date Due

Filing Period	

<b>Establishment Location</b>

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

Your Account Quick Summary	
<b>Prior Balance</b>	
<b>(+)Previous Period(s) Posted Tax Payable</b>	
<b>(-)Previous Period(s) Tax Payment</b>	
<b>(+)Previous Period(s) Penalty, Interest &amp; Fees</b>	
<b>(+)Previous Period(s) Overpayment (Credit)</b>	
<b>Balance Forward</b>	

**If no payment is due for the period, enter "No Tax Due" on Line 6 of the Coupon**

PLEASE TEAR & RETURN BELOW COUPON WITH YOUR PAYMENT. BE SURE TO WRITE YOUR ACCOUNT NUMBER ON THE FRONT OF YOUR CHECK AND MAKE CHECK PAYABLE TO  
**JOHN K. WEINSTEIN, ALLEGHENY COUNTY TREASURER**

Account Number

Date Due

Filing Period

### ALLEGHENY COUNTY HOTEL ROOM RENTAL MONTHLY TAX COUPON

<b>1. Total Gross Receipts</b>	\$	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>										
<b>2. Less Exempted Rcpts</b>	\$	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>										
<b>3. Taxable Receipts</b>	\$	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>										
<b>4. Tax Due (Line 3 x .07)</b>	\$	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>										
<b>5. Balance Forward</b>	\$	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>										
<b>6. Total Payment Due (Lines 4 &amp; 5)</b>	\$	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>										

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 \_\_\_\_\_

**John K. Weinstein, Allegheny County Treasurer**  
Special Tax Division  
PO Box 534085  
Pittsburgh, PA 15253-4085

## Allegheny County Hotel Room Rental Tax Statement Information

### 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.

## Your Account Quick Summary Information

### 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](http://www.alleghenycounty.us/treasurers-office/hotel-occupancy-tax.aspx)**

For Questions & Comments email us at:  
**[webmaster.treasurer@alleghenycounty.us](mailto: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

\_\_\_\_\_