



LODGING TAX RETURN

A. Reporting Period	B. Due Date (20th following reporting period)	<input type="checkbox"/> C. Amended Return
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Business Name _____

D. Out of Business
 Date Out of Business: _____

Address of Rental Property _____

E. Mailing Address Change - Enter new address below

City _____ State _____ Zip _____

Address _____

Phone Number _____

City _____ State _____ Zip _____

E-mail Address _____

1. Number of Rooms Available to Rent	
2. Gross Lodging	\$
3. Lodging Tax (3% of Line 2)	\$
4. Total Amount Due	\$

If there is no lodging revenue to report for reporting period, write "0" in Lines 1 through 4.

Signature _____ Title _____ Date _____

I declare under the penalties of perjury and criminal liability for willfully making a false return, that this return is true and complete to the best of my knowledge and belief. I confess judgement to the City of Detroit Lakes for the tax due if not paid timely.

Returns and payment(if applicable) must be RECEIVED by the City of Detroit Lakes on or before the 20th day of the month following each reporting period, even if the return is Zero, to avoid any late fees or penalties.

City of Detroit Lakes
 1025 Roosevelt Ave
 PO Box 647
 Detroit Lakes, MN 56502-0647

When to File

Returns and payment(if applicable) must be RECEIVED by the City of Detroit Lakes on or before the 20th day of the month following each reporting period, even if the return is Zero, to avoid any late fees or penalties.

Specific Instructions

- Item A - If not preprinted, enter the month and year.
- Item B - If not preprinted, enter the date the return is due.
- Item C - Check Box C if this is an amended return.
- Item D - If you are closing your business and this will be your last lodging tax return, check Box D and give the Date Out of Business.
- Item E - Check Box E if your mailing address has changed. Enter the new address in Item E.

- Line 1 - Enter the number of rental rooms in your business. This is the number of rooms on any one given day, not the total of those rooms added for all days.
- Line 2 - Enter the total amount of gross lodging receipts.
- Line 3 - Calculate the total lodging tax. (3% of Line 2)
- Line 4 - Enter total amount due. Pay this amount to the City of Detroit Lakes.

Please note: If there is no lodging revenue to report for reporting period, write "0" in Lines 1 through 4 and return form to the City of Detroit Lakes.

When You Are Finished

Sign and date the return and mail it with your payment to:

City of Detroit Lakes
PO Box 647
Detroit Lakes, MN 56502-0647

Or drop off at the City Administration building:

1025 Roosevelt Ave
Detroit Lakes, MN 56501

Or pay online (fees apply):

<https://cityofdetroitlakes.com/onlinepayments>

Choose License, then type in "Lodging Tax" and the address of your business

Email your signed return and proof of payment to mknudsen@cityofdetroitlakes.com

Need Assistance?

Contact the City of Detroit Lakes at 218-847-5658.

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