



CITY OF ROSWELL
REPORTING FORM - LODGERS' TAX
& CONVENTION CENTER BED FEE
For Motels, Hotels, B&Bs, RVs and Short-Term Rentals

Today's Date: _____ Check Type of Business: Motel Hotel RV B&B Short-Term Rental
Establishment: _____
Address: _____ City/State: _____
Zip Code: _____ Phone: _____ Email: _____
Contact Person: _____ Cell: _____
Month Reported: _____ Gross Receipts Subject to Lodgers' Tax \$: _____
Tax remitted (5% of receipts) \$: _____ Number of Room Nights Rented (1-30 Nights): _____
Number of Room Nights Rented (31+ Nights): _____
Convention Center Fee \$2.50 per room/night (1-15) \$: _____ TOTAL DUE \$: _____
Number of Room Nights Rented: _____

I hereby certify that the above is a true and correct statement of receipts subject to Lodgers' Tax and the Convention Center Bed Fee.

Signature of Applicant Print Name

Print Title: Date

THIS FORM MUST BE RETURNED WITH REMITTANCE ON OR BEFORE THE 25TH OF MONTH SUCCEEDING THE MONTH REPORTED. DELINQUENT PAYMENTS MAY BE SUBJECT TO INTEREST AND PENALTY

SEND TO: CITY OF ROSWELL
425 N. RICHARDSON AVE
ROSWELL, NM 88201
ATTN: STEPHANIE MERVINE
TOURISM MANAGER

Sec. 23-8. - Collection procedures, remedies, etc.

(a) If any vendor makes a return as provided by this article, without paying the tax then due, he shall be liable for the tax and a penalty equal to ten percent thereof but not less than \$100.00 penalty in addition to the tax, without notice from the city with regard thereto. Promptly thereafter, the city shall give the delinquent vendor written notice of such estimated tax, penalty and interest, which notice shall be served personally or by certified mail.

(b) If a vendor neglects or refuses to make the required return and pay the tax as provided by this article, the clerk-treasurer shall make an estimate based upon examination of the vendor's books and records, or upon any information in its possession, or that may come into its possession, of the amount of the rent of the delinquent vendor for the period in respect to which he has failed to make return, and upon the basis of such estimated amount shall compute and assess the tax payable by the delinquent vendor, adding to the sum thus arrived at a penalty equal to 10% percent thereof, but not less than \$10.00. Promptly thereafter the city shall give the delinquent vendor written notice of such estimated tax, penalty and interest, which notice shall be served personally or by certified mail.

(c) If payments are not made by the vendor within 15 days of such notice, the city manager shall bring an action in law or equity in the district court for the collection of any amounts due, including without limitation penalties thereon. Interest on the unpaid principal at a rate of not exceeding 1% a month, the costs of collection and reasonable attorneys' fees incurred in connection therewith.

(d) It shall be unlawful for any person to fail to pay the tax, to remit the proceeds thereof to the city or to account properly for any lodging and the tax proceeds pertaining thereto. (Code 1984 § 14-73; Ord. No. 1276, 5-1996; Ord. No. 1320, 4-1999) State Law reference— Collection of delinquencies, NMSA 1978, § 3-38-18.

FOR OFFICIAL USE ONLY

Fee paid: _____ Cash: _____ Check #: _____ Credit Card: _____

Approved By: _____ Company Name: _____ Date: _____