

Perry County Commission

Mike J. Sauer, Presiding Commissioner
Jay P. Wengert, 1st District Commissioner
James L. Sutterer, 2nd District Commissioner

321 N. Main Street, Suite 2
Perryville, MO 63775
Phone: 573-547-4242

Jared W. Kutz, County Clerk

jwmkutz@perrycountymo.us

PROCEDURE FOR COMPLETING THE 6% SLEEPING ROOMS SALES REPORT

1. Complete the six percent (6%) report making sure to be accurate on the name of the facility (if you have multiple locations complete one form for each), month(s) covered, and Gross Room Sales for report month or period. Place on Line 1: Gross Room Sales figure.
2. Multiply Line 1 (gross room sales – excluding any sales tax) by six percent (6%) and place the total on Line 2. Make the check for the amount on Line 2 and remit to the Perry County Treasurer.

IF YOU HAVE NO SLEEPING ROOM SALES FOR THE MONTH OR PERIOD WRITE ZERO (0) ON LINE 2 AND MAIL REPORT TO THE PERRY COUNTY TREASURER AS INDICATED ON THE FORM. YOU ARE REQUIRED TO REPORT MONTHLY.

3. Have authorized signature affixed to the form
4. Enclose Original and copy of completed sales report form, along with remittance, by the 20th day of the month following the end of each calendar month. For example: August report must be filed and paid no later than September 20. Maintain a copy for your records.
5. Any changes in ownership, address, mailing address or other pertinent information should be submitted in writing to the Perry County Heritage Tourism Department as soon as possible.
6. Any changes in ownership that occurs during the month must be reported to the Perry County Heritage Tourism Department; you are required to report the partial month or period and file the report and remittance as required.
7. The inability to collect any or all of tax due does not relieve you of the obligation to pay.

If you have any question please contact the Perry County Heritage Tourism Department at 573-517-2069.

**PERRY COUNTY TREASURER
COUNTY OF PERRY, MISSOURI**

321 N Main St. Ste 3, Perryville, Missouri 63775 * Phone: 573-547-4502

**ON BEHALF OF THE
Perry County Heritage Tourism Department**

SLEEPING ROOMS SALES REPORT

Facility Information

State of Missouri Sales/Use Tax Number

Federal Employer Identification Number

Legal Name and Address of Facility Owner

Legal Name and Address of party operating this facility
(if different than above)

Name

Address

Phone Number

Number of Rooms

Phone Number

Phone Number

For the dates of _____ thru _____ # of rooms rented in this period _____

1. Gross Sleeping Rooms Sales (excluding sales tax) 1) \$ _____ -

2. Multiply Line 1 by 6% 2) \$ _____ -

PAYMENT OF LINE 2 AMOUNT DUE BY 20TH DAY FOLLOWING THE END OF EACH CALENDAR MONTH

LATE PAYMENTS ARE TO INCLUDE A 1% PENALTY AND 2% INTEREST PER MONTH per Sec. 67.1158 RSMo

Penalty and Interest is a cumulative calculation. First month late: penalty and interest is 3% of the amount owed (line 2).

Subsequent month(s) late: penalty and interest is 3% of the new total outstanding amount (line 2 plus first month's penalty/interest) and so on.

MAKE CHECK PAYABLE TO and mail to:

Perry County Treasurer
321 N. Main St., Ste 3
Perryville, MO 63775
Phone: 573-547-4502

Number of Months Late _____

Amount of Late Penalty/Interest \$ _____ -

Total Amount Due/Paid \$ _____ -

***** OFFICE USE ONLY *****

Check # _____ Check Date _____

Amount _____

Account Code _____

Received By _____

I hereby certify that I have examined this form and to the best of my knowledge believe the information provided is true and correct.

Submitted by: Signature _____ Date _____

Printed Name, Title _____

SUBMIT FORM IN DUPLICATE AND RETAIN A COPY FOR YOUR FILE