

## INSTRUCTIONS FOR COMPLETING THE SHORT TERM RENTAL TAX RETURN

January 2023 or Earlier

**LINE 1 GROSS SALES/SERVICE/GROSS RENTAL REVENUE:** Report all receipts for the specified period, including all rent receipts, and amounts (both taxable and nontaxable), received pertaining to your STR business. Gross short-term rental revenues include all compensation received for occupancy including all non-optional fees (other than taxes) such as booking/reservation fees; cleaning fees; pet charges; fees for extra vehicles, people or beds; etc.; and any amounts received from lodging companies or managers.

**LINE 2A BAD DEBT COLLECTED:** Report the bad debts collected

**LINE 2B TOTAL LINES 1 AND 2A:** Add Lines 1 and 2A.

**LINES 3A – 3C DEDUCTIONS:** The following items are exempt from taxation for STRs:

**3A SALES/SERVICE/RENTAL REVENUE FOR BOOKINGS MADE ON A MARKETPLACE FACILITATOR PLATFORM:** Enter the revenue for bookings that were made on platforms which remit tax directly to the Town of Frisco on your behalf, such as VRBO (new bookings as of 5/1/2021 only) and Evolve.

**3B SALES/SERVICE/RENTAL REVENUE TO GOVERNMENTAL, RELIGIOUS AND CHARITABLE ORGANIZATIONS:** Deduct all qualifying sales to exempt organizations if the purchases are made in conjunction with their exempt status and funds drawn on the organization.

**3C OTHER DEDUCTIONS (PLEASE LIST) - SEE TOWN CODE, CHAP. 160 - TAXATION:** Deduct all other exemptions not covered on Lines 3A through 3B.

**LINE 3 TOTAL DEDUCTIONS:** Total all deductions claimed in Lines 3A through 3C.

**LINE 4 NET TAXABLE SALES/SERVICE/RENTAL REVENUE:** Subtract "Total Deductions" on Line 3 from Line 2B.

**LINE 5 AMOUNT OF TOWN SALES TAX:** Report the amount of sales tax calculated. The sales tax is calculated by multiplying Line 4 - "Net Taxable Sales/Services/Rental Revenue" by the Town's 2% sales tax rate.

**LINE 6 ADD EXCESS SALES TAX COLLECTED:** Report the amount of tax collected in excess of the effective rate of tax levied on rental sales.

**LINE 7 ADJUSTED TOWN SALES TAX:** Add Lines 5 and 6.

**LINE 8 VENDOR'S FEE DEDUCTION:** 3.33% of line 7 – only if paid on or before due date – not to exceed \$300.

**LINE 9 TOTAL SALES TAX DUE:** Subtract Line 8 from Line 7.

**LINE 10 NET TAXABLE LODGING SALES SUBJECT TO TOWN LODGING TAX:** Same as Line 4.

**LINE 11 AMOUNT OF TOWN LODGING TAX:** This is an additional 2.35% tax required to be collected on all room rentals in any establishment for periods of less than thirty (30) days.

**LINE 12 NET TAXABLE LODGING SALES SUBJECT TO TOWN SHORT TERM RENTAL EXCISE TAX:** Same as Line 4.

**LINE 13 AMOUNT OF TOWN SHORT TERM RENTAL EXCISE TAX:** This is an additional 5% Short-Term Rental excise tax required to be collected **only** on all short-term rentals for periods of less than thirty (30) days.


**LINE 14 TOTAL SALES, LODGING & EXCISE TAX DUE:** Add Lines 9, 11 & 13.

**LINE 15A INTEREST PER MONTH OVERDUE:** Report the interest which is 1.5% per tax period of Line 14, if filling after the due date.

**LINE 15B PENALTY:** The penalty is 10% of Line 14, if filed after the due date. There is a minimum penalty of \$15.

**LINE 16 TOTAL TAX, PENALTY AND INTEREST DUE:** Add Lines 13, 14A and 14B.

**Exhibit: STR Tax Return (January 2023 or Earlier)**

<b>SCHEDULE A - CERTIFICATION/SALES/COMPUTATION OF TAX</b>			<b>FRISCO SHORT TERM</b>
<b>Period Covered:</b>		<b>Account number:</b>	
<b>Due Date:</b>		<b>Date:</b>	
<b>Preparer's Email:</b>			 <p align="center"> <b>TOWN OF FRISCO</b>            COLORADO            TOWN OF FRISCO            PO Box 4100, 1st &amp; Main St            Frisco, CO 80443            (970)668-9127            STRsupport@townoffrisco.com         </p>
<b>Preparer's Name:</b>		<b>Phone:</b>	
<b>STR Address:</b>			
<b>Note (amendment):</b>			
<b>I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE STATEMENTS MADE HEREIN ARE TO THE BEST OF MY KNOWLEDGE TRUE AND CORRECT</b>			
<b>1</b>	GROSS SALES/SERVICE/GROSS RENTAL REVENUE (TOTAL RECEIPTS FROM TOWN ACTIVITY MUST BE REPORTED AND ACCOUNTED FOR IN EVERY RETURN INCLUDING GROSS RENTALS AND ALL SERVICES BOTH TAXABLE AND NON-TAXABLE.)		
<b>2A</b>	ADD - BAD DEBTS COLLECTED		
<b>2B</b>	TOTAL LINES 1 & 2A		\$ -
<b>3A</b>	SALES/SERVICE/RENTAL REVENUE FOR BOOKINGS MADE ON A MARKETPLACE FACILITOR PLATFORM		
<b>3B</b>	SALES/SERVICE/RENTAL REVENUE TO GOVERNMENTAL, RELIGIOUS AND CHARITABLE ORGANIZATIONS		
<b>3C</b>	OTHER DEDUCTIONS (PLEASE LIST) - SEE TOWN CODE, CHAP. 160 - TAXATION		
<b>3</b>	TOTAL DEDUCTIONS (TOTAL LINES 3A-C)		\$ -
<b>4</b>	NET TAXABLE SALES/SERVICE/RENTAL REVENUE (SUBTRACT LINE 3 FROM LINE 2B)		\$ -
<b>5</b>	AMOUNT OF TOWN SALES TAX (2.00% OF LINE 4)		\$ -
<b>6</b>	ADD EXCESS SALES TAX COLLECTED		
<b>7</b>	ADJUSTED TOWN SALES TAX (ADD LINES 5 & 6)		\$ -
<b>8</b>	VENDOR'S FEE DEDUCTION (3.33% OF LINE 7 - ONLY IF PAID ON OR BEFORE DUE DATE - NOT TO EXCEED \$300)		\$ -
<b>9</b>	TOTAL SALES TAX DUE (SUBTRACT LINE 8 FROM LINE 7)		\$ -
<b>10</b>	NET TAXABLE LODGING SALES SUBJECT TO TOWN LODGING TAX (SAME AS LINE 4)		\$ -
<b>11</b>	AMOUNT OF TOWN LODGING TAX (2.35% OF LINE 10)		\$ -
<b>12</b>	NET TAXABLE LODGING SALES SUBJECT TO TOWN SHORT TERM RENTAL EXCISE TAX (SAME AS LINE 4)		\$ -
<b>13</b>	AMOUNT OF TOWN SHORT TERM RENTAL EXCISE TAX (5.00% OF LINE 12)		\$ -
<b>14</b>	TOTAL SALES, LODGING & EXCISE TAX DUE (ADD LINES 9, 11 & 13)		\$ -
<b>15A</b>	INTEREST PER MONTH OVERDUE (1.50% OF LINE 14)		\$ -
<b>15B</b>	PENALTY (IF TAX DUE ≤ \$150, PENALTY = \$15, IF TAX DUE > \$150, PENALTY = 10% OF LINE 14)		\$ -
<b>16</b>	TOTAL TAX, PENALTY AND INTEREST DUE (ADD LINES 13, 14A & 14B)		\$ -