

**CITY OF ALMA  
 QUARTERLY HOTEL-MOTEL USE TAX RETURN  
 (PURSUANT TO MUNICIPAL CODE)**

1. Hotel-Motel Name \_\_\_\_\_ Phone No. \_\_\_\_\_

2. Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

3. Reporting Year \_\_\_\_\_ 4. Date of Report \_\_\_\_\_ 5. Report Type:  
 Quarterly  Annual

6. Period Covered  
 1<sup>st</sup> Quarter \_\_\_\_\_ 2<sup>nd</sup> Quarter \_\_\_\_\_ 3<sup>rd</sup> Quarter \_\_\_\_\_ 4<sup>th</sup> Quarter \_\_\_\_\_  
 Jan 1 – Mar 31  April 1 – June 30  July 1- Sept 30  Oct 1 – Dec \_\_\_\_\_  Year End

7. Total Gross Receipts for Reporting Period.....\$ \_\_\_\_\_

8. Total Tax (5%) Collected on Gross Receipts.....\$ \_\_\_\_\_

9. Hotel-Motel Share Retained (2% of Gross Tax Collected).....\$ \_\_\_\_\_

10. Any adjustments to prior reporting period report:  
 Adjustment to Gross Receipts: \_\_\_\_\_  
 Adjustment to Tax: \_\_\_\_\_ \$ \_\_\_\_\_

11. Total Tax Paid to City (submitted with this return) \$ \_\_\_\_\_

12. Monthly Reconciliation-Gross Receipts

January _____	July _____
February _____	August _____
March _____	September _____
Totals: \$ _____	Totals: \$ _____

April _____	October _____
May _____	November _____
June _____	December _____
Totals: \$ _____	Totals: \$ _____

13. CERTIFICATION: I hereby certify that the above return, to the best of my knowledge, is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

(This report is due and payable within 30 days of the end of each calendar quarter.)