

**Statement Required to Accompany Occupancy Tax Payment  
Ordinance No. 5126, Business Improvement District #1**

**Remit to:** City of Rapid City Finance Office  
300 6th Street  
Rapid City, SD 57701  
  
ATTENTION: Occupancy Tax

Name and Address of Establishment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Month \_\_\_\_\_  
 Year \_\_\_\_\_

Day	Number of Rooms Sold	Tax due @\$2 room	Number of Complimentary Rooms	Basis for Offering Rooms on Complimentary Basis
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
<b>Total</b>				

I declare, under penalty of perjury, that the above accounting of rooms rented is accurate and the tax payment made herein is accurate to the best of my knowledge according to my business records.

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
 Title \_\_\_\_\_

The occupancy tax must be received by the City Finance Office on or before the 20th day of the month following the month for which the occupancy tax remittance is due. All amounts that are not received on or before this date will be charged a late fee in the amount of 10% of the total amount due. **This ordinance provision will be strictly enforced.**

ADDITIONAL INSTRUCTIONS Occupancy Tax is to be collected for ALL room stays completed on March 3, 2006 and beyond. This includes rooms under contract and / or paid prior to March 3, 2006. For hotels charging 28 day rates or longer, to individuals ONLY, the tax does not apply. **Organizations exempt from sales tax shall not be exempt from the occupational tax.**