

# City of Independence

## Monthly Transient Guest Tax Remittance Form – Instructions

### Business Information

Provide Business Name, Business License Number, and Business Address.

### Reporting Period

Enter the month and year being reported. Only one reporting period per form.

### Activity Declaration

Check 'No Activity This Period' if no rental activity occurred. If checked, skip calculations but sign and submit the form.

### Revenue & Tax Reporting

1. Gross Receipts for Occupancy – Total rental income before deductions.
2. Exemptions – Eligible exemptions per City Code.
3. Total Adjusted Gross Receipts – Automatically calculated on the PDF.
4. Rental Platform Remitted – Taxes collected/remitted by platforms (documentation required).
5. Taxable Receipts – Automatically calculated on the PDF.
6. Tax (6.5%) – Automatically calculated on the PDF.
7. Penalty & Interest – 10% penalty plus 2% monthly interest if applicable.
8. Total Due – Tax plus any penalty and interest.

### Certification

Sign and date the form to certify accuracy.

### Submission & Payment

City of Independence  
Finance Department / Accounts Receivable  
20201 E. Jackson Dr.  
Independence, MO 64057

### Important Reminders

Taxes are delinquent 30 days after the due date. Late payments may result in penalties, fines, or business license suspension.



## Monthly Transient Guest Tax Remittance Form

Business Name:

Business License Number:

Business Address:

Reporting Period (1 period per form):

No Activity This Period

1. Gross Receipts for occupancy
2. Exemptions (City Code Sec 5.03.001)
3. Total Adjusted Gross Receipts
4. Rental Platform Remitted (documentation required)
5. Taxable Receipts
6. Tax (6.5%)
7. Penalty & Interest (Penalty 10% and interest 2%)
8. **Total Due**

I declare under penalty of perjury, that to the best of my knowledge and belief, the statement herein are true and correct.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Sec. 5.03.005. - Penalties and interest.

- A. For each and every month, or part thereof, any such tax provided for under this article shall remain unpaid after the same shall become due and payable, there shall be added to such tax as a penalty, ten percent of the amount of such license tax for the first month or part thereof the same is unpaid, and for each and every month thereafter two percent of the amount of such tax shall be added until the same is fully paid. In addition to the penalties provided herein, any person, firm, or corporation subject to the provisions of this article who fails to file a statement or pay the tax or files a false or a fraudulent statement, required by this article or within the time required by this article shall, upon conviction thereof, shall be punished by a fine not exceeding \$500.00 or by imprisonment not exceeding three months, or by both such fine and imprisonment.
- B. Every penalty imposed and such interest as accrues under the provisions of this section shall become a part of the tax herein required to be paid. Any penalty may for good cause be waived provided that a report thereof be made to the City Council.
- C. Any unpaid taxes shall be considered delinquent 30 days after the due date.
- D. Any operator who fails to pay their transient guest tax within 30 days after the due date shall be subject to the suspension and revocation procedures of Chapter 5, Article 1.
- E. The City will not reinstate a extended stay hotel/hotel's business license until they are current in their tax payments, penalties and interest or have a signed payment agreement with the Finance Department.

**Remit payment and this form to:  
City of Independence  
Finance Dept/Accounts Receivable  
20201 E. Jackson Dr.  
Independence, MO 64057**