



PROCEDURE FOR COMPLETING THE 5% SLEEPING TAX SALES REPORT:

1. Complete the 5.0% report making sure to be accurate on the name of the facility (if you have multiple locations complete one for each), month(s) covered, and Gross Room Sales for reporting quarter or period. Place on Line 1 Gross Room Sales Figure
2. Multiple Line 1 (gross room sales excluding any sales tax) by 5% and place the total on Line 2. Make check for Line 2 amount and remit to St. Charles County Collector as indicated on the form

IF YOU HAVE NO SLEEPING ROOM SALES FOR A PERIOD WRITE ZERO (0) ON LINE 2 AND MAIL REPORT TO ST. CHARLES COUNTY COLLECTOR AS INDICATED ON THE FORM. YOU ARE REQUIRED TO REPORT QUARTERLY

3. Have authorized signature affixed to 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 the calendar quarter. For example, January, February, and March report must be filed and paid by April 20th. Keep one copy for your records
5. Any changes in ownership, address, mailing address or other information should be submitted in writing to our office as soon as possible at PO Box 858, St. Charles MO 63302
6. Any changes in ownership that occurs during the month or quarter, you will be required to report the partial month or quarter and file report and remittance as required
7. The inability to collect any or all of the tax does not relieve you of the obligation to pay

If you have any questions contact St. Charles County Convention & Sports Facilities Authority's office at (636) 896-1830.