

Admissions Tax Return



3609 Market Place W., Ste 200
 University Place, WA 98466-4488
 PH: 253.460.2547 FAX: 253.566.5658

Legal Name: _____

Name of Business (if different): _____

Business Address: _____

Tax due for the month of: _____, 20_____

List Gross Admission Receipts for the Month: \$ _____

	A	B	C	D
	Admission or Cover Charge Amount	Amount of Tax on Each Admission Ticket (5% of A)	Number of Admission Tickets Sold	Amount of Tax (B x C)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Penalty and interest is due on your return if it is not received or postmarked on or before the last day of the month for taxes collected in the preceding month.

11	Sub-Total	\$
12	Penalty	\$
13	Interest	\$
14	Total Tax Due	\$

Under penalties provided by Law, the undersigned certifies that this return is true and accurate to the best of his/her knowledge and belief and is taken from the books and records of the business for which the return is filed.

Printed or Typed Name: _____ Phone: _____

Title: _____

Signature: _____ Date: _____

INSTRUCTIONS

ADMISSIONS TAX RETURN

1. The Admissions Tax Return form along with the payment is due on or before the last day of each month for taxes collected in the preceding month. If the last day falls on a weekend or a government holiday, the next business day becomes the due date. Mail postmarked on or before the due date will not incur a penalty.

Send this return along with payment to: *City of University Place*
Finance Department
3609 Market Place W, Ste 200
University Place, WA 98466-4488

2. Make checks or money orders payable to: *City of University Place*

3. Instructions for Tax Computation:

-List in Column A, rows 1 - 10, the individual admission ticket or cover charge rate. List each ticket price on a separate line.

-List in Column B, lines 1 - 10, the amount of tax on each ticket. The tax is five percent (5%) of each admission or cover charge listed in Column A, lines 1 - 10. The tax shall be rounded to the nearest whole penny (\$0.01) on a per-ticket basis.

-List in Column C the number of admission tickets issued for each individual charge in rows 1 - 10.

-List in Column D, lines 1 - 10, the amount of tax due. The amount is calculated as Column B times Column C.

-List the Subtotal on Line 11. Add the tax for each ticket type in Column D to obtain a subtotal.

-List the total penalty due on Line 12.

-List the total interest due on Line 13.

-List the total tax, penalty and interest due on Line 14. (Line 9 plus Line 10 plus Line 11)

4. PENALTY: Penalties due are calculated as follows: 10% for 1 - 10 days past due
15% for 11 - 20 days past due
20% for 21 - 30 days past due
25% for 31 - 61 or more days past due
5. INTEREST: Interest should be calculated and remitted on amount of tax from the first day following the payment due date, at the rate of one percent (1%) per month. Interest = Days Past Due x Interest Rate (1%) x Line 11.
6. This tax is a "trust" fund tax. That means that the tax is collected from your customers and temporarily held in trust before being remitted to the City of University Place. It should not be used for any other financial obligation.
7. Records supporting the amounts listed on the front shall be kept and maintained for a period of five years. The Director of Finance or his designee shall have the right to inspect and examine such records at reasonable times.

If you have any questions regarding the collection, remittance or calculation of the Admissions Tax, please contact:

City of University Place
Finance Department
3609 Market Place W, Ste 200
University Place, WA 98466-4488
253.460.2547 - Phone
253.566.5658 - Fax