

# Topeka Tourism Business Improvement District - Fee Return

## General Information

Payment is due the 25th of the month following the ending date of this return.

You must file a return even if there were no assessable sales.

Keep a copy of your return for your records.

Write your Topeka **TBID account number** on your check or money order and make payable to **Topeka Tourism Business Improvement District**. Mail your return and payment to: **Topeka Tourism Business Improvement District (TBID), PO Box 959303, St. Louis, MO 63195-9303**

For assistance with filling out this form you may contact the City of Topeka Finance office at 785-368-3970 or the Topeka Lodging Association at 785-633-8841.

**Line 2: Allowable Exemptions.** Enter the total allowable room night exemptions from the back of this return (Part II, line C)

**Line 3: Assessable Room Nights.** Subtract line 2 from line 1 and enter results.

**Line 4: Topeka TBID Fee Due.** Multiply line 3 by \$1.00 and enter results.

**Line 5: Penalty.** If filing a late return, enter the amount of penalty due. See the back of the form for penalty rates.

**Line 6: Interest.** If filing late, enter the amount of interest due. See the back of the form for interest rates.

**Line 7: Total Due.** Add lines 4, 5, and 6 and enter results.

<b>Part I</b>	<b>Part II</b>
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Complete Part II, if applicable, before completing PART 1)

**Line 1: Total Room Nights Sold.** Enter the total room nights for sleeping accommodations during the reporting period.

Complete lines A and B, if applicable, and enter the total exemption on line C.

**Sign and return** and provide a **daytime phone number** on the back of this return.

## Topeka TBID Fee Return

Topeka TBID Account Number:		EIN:	
Beginning Date:	End Date:	Due Date	
Business Name:			
Mailing Address:			
City:	State:	Zip Code:	

Date Business Closed		Amended Return	
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Name or Address Change		Additional Return	
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### Part 1

1. Total Room Nights	
2. Allowable Exemptions	
3. Assessable Room Nights	
4. TBID Fee Due	
5. Penalty	
6. Interest	
7. Total Due	

Payment Amount \$	
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**Sign and return and provide a daytime phone number on the back of this return.**

# Topeka Tourism Business Improvement District - Fee Return

## Topeka TBID Assistance

If you have any questions or need assistance completing this form, contact our office.

City of Topeka Finance Department

Topeka TBID Assessment

215 SE 7th St.

Topeka, KS 66612-1588

Phone: 785-368-3970

### Exemptions

- a. Room(s) rented as a direct purchase by the federal government, its agencies or instrumentalities; and
- b. Room(s) rented to the same guest for more than 28 consecutive days (in other words, to a permanent guest or resident of the hotel).

### Penalty and Interest

- a. Any hotel that fails to remit any fee imposed within the time required shall pay a penalty of ten percent (10%) of the fee in addition to the amount of the fee.
- b. If the city or third party collections agency determines that the non-payment of any remittance due is a result of fraud, a penalty of twenty-five percent (25%) of the amount of the fee shall be added thereto in addition to the penalties stated in subsection "1" of this Section (f).
- c. In addition to the penalties imposed, any hotel that fails to remit any fee imposed shall pay interest at the rate of one-half of one percent (0.50%) per month, or fraction thereof, on the amount of the fee, exclusive of penalties, from the date on which the remittance first became delinquent until paid.
- d. Every penalty imposed and such interest as accrues under the provisions of this section shall become part of the fee herein required to be paid.

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### Part II (Exemptions)

- A. Number of rooms rented by the same guest for a period exceeding twenty-eight (28) consecutive days . . . . .
- B. Number of direct rentals to the federal government . . . . .
- C. Total exemptions (Add lines A and B) . . . . .


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Signature

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Daytime Phone Number