



Washtenaw County website: www.ewashtenaw.org
 Accommodations Tax Ordinance: <http://www.ewashtenaw.org/government/departments/finance/accommodation-excise-tax>
 Contact person Coral Van Ells, phone (734)222-6660, facsimile (734)222-6778, or email: vanellsc@ewashtenaw.org
 Washtenaw County Finance Department, 220 N Main St., Ann Arbor, MI 48107

PAYMENT COUPON

Payment coupon must be fully completed and enclosed with each monthly remittance

Washtenaw County Accommodation Tax for Period Ending: _____ [month] _____ [year]

Payment must be received on or before the 15th of each month or may be subject to penalty & interest.

SECTION 1: Name and Address of Collecting Business:	Tax Department for Collecting Business:
Name of Provider	Name of management company
Street number and name	Attn: Name and title of person responsible
City, State ZIP	Mailing address
	Mailing address city, state ZIP

SECTION 2: Worksheet

Line No. 1	Reported Room Revenue <i>for period stated above</i>	
Line No. 2	Plus Cancellations and/or other No-Show fees	
Line No. 3	Less Exempt Room Revenue [subtract long-term only]	
Line No. 4	Subtotal Total Room Revenue [sum of line 1 + line 2 + line 3]	
Line No. 5	5% Excise Tax [multiply line 4 x .05]	
Line No. 6	Plus any Penalty and Interest [see Ordinance, Section 11]	
Line No. 7	Total amount Due [sum of lines 5 and 6]	
Line No. 8	Total Amount Remitted	

SECTION 3: Preparer and contact information

Under penalty of perjury and to the best of my knowledge, I certify that the information provided is true, complete and accurate.

Signed: _____ Dated: _____

Printed Name: _____

Title: Owner _____ Manager _____ Innkeeper _____ Accountant _____ Other _____

Management Contact information:

Phone number including area code _____ () _____

Hotel Contact information:

Phone number including area code _____ () _____

Note: If no room revenue has occurred for a period, a coupon still needs to be completed and sent in reporting "0."

Contact the Treasurer's Office at (734)222-6600 for payment options.

Please make checks Payable to: Washtenaw County Treasurer	
And mail check and payment coupon to:	Washtenaw County Treasurer PO BOX 8645 200 N. Main, Suite 200 Ann Arbor, MI 48107-8645

For Office Use Only:

Payment ID: