

# Lodging tax compliance checklist for the hospitality industry

Lodging tax may seem simple, but it's often more complicated than property managers and hoteliers might realize. Use this checklist to stay on top of tasks at each stage of the tax compliance process.

## RESEARCH LODGING TAX OBLIGATIONS

- Identify the tax jurisdictions for your property
- Account for any special taxes that apply to your property

## REGISTER WITH STATE AND LOCAL TAX AGENCIES AND OBTAIN LICENSES

- Determine registration and licensing requirements
- Register with required tax agencies (city, county, and state)
- Apply for and obtain business licenses or permits, if required

## CALCULATE AND COLLECT LODGING TAXES FROM GUESTS

- Verify the state tax rate for each property
- Verify city, county, local, and special jurisdiction (such as resort or tourist) tax rates for each home or property

- Calculate the correct lodging tax to add to your rental fees
- Include tax required for additional fees (cleaning, pets, additional guests, etc.)
- Identify any rental marketplaces that automatically calculate tax on your bookings

## FILE AND REMIT STATE AND LOCAL LODGING TAXES

- Identify any OTAs that collect and remit tax on your behalf
- Determine what forms you'll need to file
- Prepare forms and file according to each jurisdiction's guidelines (e-file or paper)
- Keep track of filing schedules and due dates
- Remit tax and file returns on time to avoid late fees and penalties

## KEEP ON TOP OF TAX COMPLIANCE

- Check for any changes to tax rates or rules
- Renew registrations, licenses, and permits
- Respond to any notices from state or local tax agencies
- Remit tax and file on time to avoid penalties and fees
- Check that all forms have been completed properly
- Remedy any late submissions, underpayments, or back taxes owed
- Be prepared for audits should they happen

## LET US HELP

- Get set up with [Avalara for Hospitality](#) so your staff can focus less on compliance and more on guest experiences

[Contact us today](#) to find out how we can help you get lodging taxes done right, every step of the way.

**DISCLAIMER:** Lodging tax rates, rules, and regulations change frequently. Although we hope you'll find this information helpful, this guide is for informational purposes only and does not provide legal or tax advice.