



County of Muskegon Quarterly 2025/26

Accommodations Tax Filing Form

A property is eligible for quarterly filing if they provide accommodations for less than 12 months of the year.

Name and Address of Accommodation Property (Hotel / Motel / Inn / B&B)	Name and Address of Property Owner (if different from Accommodation Property)
Corporate/Taxpayer's Name	Name
Taxpayer's DBA Business Name	Address
Address	Address
Address	Address
City / State / ZIP	City / State / ZIP
Contact Person	Contact Person
Contact Phone No.	Contact Phone No.
Contact Person Email	Contact Person Email

1 TAX PERIOD	<input type="checkbox"/> Q1: Jan Feb March <input type="checkbox"/> Q3: July Aug Sept	<input type="checkbox"/> Q2: April May June <input type="checkbox"/> Q4: Oct Nov Dec
2 DUE DATE	15th day of month after the Tax Period	
3 DATE PAID	Date payment mailed or delivered to Muskegon County Convention & Visitors Bureau	
4 MONTHS LATE	One month added after the 15th of each month after the due date (to calculate penalty and interest)	
5 TOTAL REVENUE	Amount subject to tax. Represents total charges for accommodations for the reporting period.	
6 TAX LIABILITY	5% of Total Revenue reported on Line 5	
7 PENALTY	After Due Date, a penalty of 5% per month not to exceed 25% shall be added (See Ordinance § 8)	
8 INTEREST	After Due Date, 1% of the unpaid tax per month or fraction thereof after the due date until paid	
9 TOTAL PAYMENT DUE	Add lines 6, 7 and 8. Make check payable to "Muskegon County Treasurer" or "Muskegon County CVB"	

TAXPAYER SIGNATURE (complete all information requested below)

I declare under penalty of perjury that this return is accurate and complete to the best of my knowledge.

Signature of Taxpayer Representative	X
Print Taxpayer Representative's Name	Date
Print Taxpayer Representative's Title	Telephone

MAILING INSTRUCTIONS To avoid penalties and interest associated with late payments, mail this report along with payment by the Due Date to the following address:

VISIT MUSKEGON
MUSKEGON COUNTY CONVENTION & VISITORS BUREAU
610 W WESTERN AVE
MUSKEGON, MI 49440

For more information about Muskegon County accommodations taxes please visit:

<https://www.visitmuskegon.org/partner-resources/short-term-rentals/> or contact the County of Muskegon Convention & Visitors Bureau at 231-724-3100

Accommodations Tax Reporting and Payment Due Dates

Monthly Reporting Required:

Accommodations provided 12 months of the year
(per Section 7A of Ordinance # 2013-406)

Accommodations Tax Report and Payment are due
by the 15th of the following month

<u>Month of Revenues</u>	<u>Tax Due by:</u>
January	February 15th
February	March 15th
March	April 15th
April	May 15th
May	June 15th
June	July 15th
July	August 15th
August	September 15th
September	October 15th
October	November 15th
November	December 15th
December	January 15th

Quarterly Reporting Allowed:

Accommodations provided less than 12 months of the year
(per Section 7B of Ordinance # 2013-406)

Accommodations Tax Report and Payment are due
by the 15th of the month following the quarter ended

<u>Quarter</u>	<u>Tax Due by:</u>
January, February, March	April 15th
April, May, June	July 15th
July, August, September	October 15th
October, November, December	January 15th