



## FORM LFT INSTRUCTIONS – LODGING FACILITY SALES AND USE TAX

These instructions will help you prepare your tax return. If you have questions about Montana's Lodging Facility Sales and Use Tax please call us toll free at (866) 859-2254; in Helena at 444-6900, or visit our website at [revenue.mt.gov](https://revenue.mt.gov) for detailed instructions.

**How to file your return.** When filing your quarterly lodging Facility sales and use tax return, we encourage you to file and pay electronically through Taxpayer Access Point (TAP). Electronic payment and filing is simple, secure, and convenient. To register for electronic filing, go to <https://tap.dor.mt.gov>. You will need your business account number and zip code. Once you are registered, you will be able to file, pay and view your past returns and transactions.

If you choose not to file electronically, complete Form LFT using blue or black ink. Print your numbers in the blocks provided. Do not include a dollar sign in the amounts you enter.

**When and where to file.** Your lodging facility sales and use tax return and payment is due to us on or before the last day of the month following the end of each quarter. The due dates are April 30, July 31, October 31, and January 31.

If you choose not to file and pay electronically, mail your original return and payment to Montana Department of Revenue, PO Box 5835, Helena, MT 59604-5835.

**Penalty and Interest.** If your return is not filed by the due date, a late file penalty will be assessed. The penalty is \$50 or the amount of tax due, whichever is less. In addition, a late payment penalty of 1.5% a month, maximum 15% will be assessed on your unpaid tax. Interest accrues at 1% per month on the outstanding tax, until it is paid.

### Specific Instructions

**Lines 1, 2, and 3.** Please provide your FEIN or SSN, Account ID and Period ending date.

**Line 4.** If you are amending a prior period return, place an "X" in the box provided.

**Line 5.** If your mailing address has changed, place an "X" in the box and print your new address in the space provided.

**Line 6.** If you sold your business, changed your entity type, or closed your business, enter the date this change occurred. For example, when changing your entity type from a sole proprietorship to a partnership you are required to close your sole proprietorship account and re-register your account under your new partnership entity type.

**Line 7.** Enter separately by month in lines 7a, 7b, and 7c, your gross sales for lodging for the three months included in your return. Include in this amount all room sales, both taxable and nontaxable. Add lines 7a, 7b, and 7c and enter the result on line 7d.

Gross sales for lodging are charges the owner, operator, or seller collects from the user for overnight sleeping accommodations. Gross

sales, for example, also includes any amounts charged for additional people, beds, or bedding.

**Line 8.** If you have collected any previously written-off bad debts that you subtracted from your gross sales in a prior period, enter that amount on line 8. You are required to pay the tax in the quarter you received payment for the bad debts previously written off.

**Line 9.** Add lines 7d and 8 and enter the result on line 9.

**Line 10a.** Enter on line 10a gross sales included on line 9 from occupancies furnished to the same user for periods of 30 continuous days or longer.

**Line 10b.** Enter on line 10b gross sales included on line 9 from lodging furnished to the federal government and paid directly by the federal government. Payments made with a credit card are exempt only when billed directly to the federal government. Federal employees are required to pay the Lodging Facility Sales and Use Tax when they personally pay for accommodations even if they are reimbursed by the federal government.

**Line 10c.** Enter on line 10c any gross sales previously reported to us where you remitted the sales and use tax and subsequently deemed uncollectable and written off.

**Line 10d.** Enter on line 10d any other exempt sales that are included in line 9.

**Line 10e.** Add lines 10a, 10b, 10c, and 10d and enter the results on line 10e. This is your nontaxable lodging sales.

**Line 11.** Subtract line 10e from line 9 and enter the result on line 11. This is your total taxable lodging sales.

**Line 12.** Multiply line 11 by 0.07 (7%) and enter the result on line 12.

**Line 13.** If you file and pay your lodging tax on time, you are entitled to a vendor allowance of 0.15% of your taxable lodging sales reported on line 11. Multiply line 11 by 0.0015 (0.15%) and enter the result on line 13. If you are filing your return late, or are not remitting full payment with your return, you are not entitled to a vendor allowance. If this applies to you, do not enter an amount on line 13.

**Line 14.** Subtract line 13 from line 12 and enter the result on line 14. This is your total Lodging Facility Sales and Use Tax due.

**Line 15.** Enter the amount you are paying with this return. In most cases, this is the amount reported on line 14.



# Lodging Facility Sales and Use Tax

MONTANA  
LFT  
Rev 06 10

Name \_\_\_\_\_

1. FEIN or SSN  -

Address \_\_\_\_\_

2. Account ID  -  - L F T

Address \_\_\_\_\_

3. Period ending  /  /

City \_\_\_\_\_

4. If this is an amended return, check here

State \_\_\_\_\_ Zip \_\_\_\_\_

5. If your address has changed, check this box

and print your new address here \_\_\_\_\_

6. If you are no longer in business and want your account cancelled, enter your final date of operations  /  /

7. Gross lodging sales for each month of quarter (lines a., b. and c.) and **total** for quarter (sum of a., b. and c.) on line d.

a.  .       b.  .

c.  .       d.  .

8. Previously written off lodging sales bad debts collected this quarter  .

9. Add lines 7d and 8  .

10. Nontaxable lodging sales

a. Long term or monthly rentals  .

b. Federal government lodging  .

c. Uncollectable lodging sales reported in a prior period.  .

d. Other (attach explanation)  .

e. Nontaxable lodging sales – add lines 10a through 10d  .

11. Taxable lodging sales – subtract line 10e from line 9  .

12. Multiply line 11 by 0.07 (7%)  .

13. Vendor allowance – multiply line 11 by 0.0015 and enter the result, but not more than \$1,000  .

14. Total tax due – subtract line 13 from line 12  .

15. Amount paid with this return  .

Signature

Title \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_

