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.

Part 1
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.

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.

Part II
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

<table>
<thead>
<tr>
<th>Part 1</th>
<th>Part II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total Room Nights</td>
<td>A. Name or Address Change</td>
</tr>
<tr>
<td>2. Allowable Exemptions</td>
<td>Payment Amount $</td>
</tr>
<tr>
<td>3. Assessable Room Nights</td>
<td>Additional Return</td>
</tr>
<tr>
<td>4. TTBD Fee Due</td>
<td>Amended Return</td>
</tr>
<tr>
<td>5. Penalty</td>
<td>Date Business Closed</td>
</tr>
<tr>
<td>6. Interest</td>
<td>Mailing Address:</td>
</tr>
<tr>
<td>7. Total Due</td>
<td>City:</td>
</tr>
</tbody>
</table>

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

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) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Signature

Daytime Phone Number