



Self-Review – Vacation Rental Properties

You will need the following records:

- Sales journal, rental invoices, or other sales records for rentals of less than 30 days for the period of **July 1, 2012** through **September 30, 2015**.
- Invoices, receipts, credit card statements, and other records of purchases of items used at the rental property, purchased between **July 1, 2012** and **September 30, 2015**.
- Sales tax and transient room tax returns for **July 1, 2012** through **September 30, 2015**.
- A depreciation schedule and check register.

Note: You will not need to submit your records as part of this self-review, but keep them available in the event that one of our auditors requests additional information.

Reviewing Sales

Examine your sales records for any rentals of less than 30 consecutive days. Determine if any rental amounts were not reported to the Utah State Tax Commission on your sales and use tax returns and transient room tax returns. These additional taxable rental amounts could include any of the following:

1. Any taxable rental on which **no** sales tax or transient room tax was reported to the Utah State Tax Commission, whether tax was collected from the customer or not.
2. Any portion of the taxable rental charges that was not previously included when the sales tax and transient room tax were computed and reported. (To assist you in identifying taxable or nontaxable amounts, refer to the **Examples** page.)
3. Any taxable rental where sales tax and transient room tax were reported at the wrong rate. Contact us for further instructions if this has occurred. **Note:** If tax was incorrectly collected at a *higher* rate, any over-collection must be reported to the Tax Commission.

Total all previously unreported taxable rental amounts by location and period. These totals will be entered on the **Worksheet** as “Total of Untaxed Sales.”

Reviewing Purchases

Review your purchase records to find any taxable purchases on which the seller did not charge sales tax. Refer to the **Examples** page to assist you.

1. Examine your invoices and receipts for the period of **July 1, 2012** to **September 30, 2015** and select those invoices of taxable purchases that do not show sales or use tax charged by the seller for inclusion on the **Worksheet**.
2. Examine your depreciation schedule, and credit card or bank card statements for the period of **July 1, 2012** to **September 30, 2015** for any taxable purchases that may have been missed during your review of the purchase invoices. If you cannot see evidence of the seller collecting sales tax, these purchases are to be included on the **Worksheet**.
3. After identifying all purchases on which sales and use tax was not charged, total the amounts of the taxable purchases from the invoices for each quarter by location. These totals will be entered on the **Worksheet** as “Total of Untaxed Purchases.” Do not include any amounts on which you previously reported use tax on your Sales and Use Tax Return.



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Completing the Worksheet

List any unreported sales and purchases you found on the **Worksheet**. The **Worksheet** helps you calculate the tax and interest due. A separate **Worksheet** is needed for each rental location. Enclosed is a copy of the **Worksheet**. An Excel version of the **Worksheet** is available on our website at tax.utah.gov/selfreview/vacationrentals. We recommend using the online Excel version, which automatically inserts the tax rates and calculates tax and interest for you. If you prefer to use the printed **Worksheet**, the website above has a **Tax Rate Table** listing sales tax rates and transient room tax rates for each city and county.

- At the top of the **Worksheet**, enter your name or business name, your Letter ID (found on the cover letter), and the physical address of the rental location.
- **Column 1:** On the first row (and subsequent rows as needed), enter the city name for the property location. If the property is not within city limits, use the county name. **Note:** In case of properties with a Park City address, but outside the city limits of Park City, use “Snyderville Basin Tr Dist” as the location; do not use “Summit County.”
- **Columns 3 & 4:** Use the **Tax Rate Table** link on our website to find the sales tax rates and transient room tax rates for your property location. See tax.utah.gov/selfreview/vacationrentals.
- **Column 6:** For each quarter, enter the “Total of Untaxed Sales” from your records.
- **Column 8:** For each quarter, enter the “Total of Untaxed Purchases” from your records.
- Follow the indications given in the column headings to calculate values for the remaining columns. For example, the Column 5 heading reads “[$(3)+(4)$]”, meaning add columns 3 and 4.
- After you have completed all columns of the **Worksheet**, enter the total of the amounts in the final column at the bottom of the page. This is the “Total Amount Due for this Location.”
- **If using Excel Version:** In the top right corner, enter the date on which you will be submitting the self-review. Interest due will be calculated up to this date. **If using printed Worksheet:** Interest is calculated up to the due date of the letter. If you are submitting the self-review before or after that date, use the table in the top right corner to calculate your Interest Adjustment, then add or subtract this amount from the “Total Amount Due for this Location.”

For multiple rental properties with tax due, repeat the above steps for each rental property location, making copies of the blank **Worksheet** as necessary. Enter the “Total Amount Due for this Location” from each **Worksheet** in Section C of the **Summary**. Complete each section of the **Summary**, following the instructions given.

The **Worksheet** and **Summary** sheet are both available online in Excel versions. If you use the Excel versions of these documents, print them and mail them together with your payment. Make your check payable to the Utah State Tax Commission.

Need help or additional time?

For questions regarding these instructions, call our office for assistance. If you cannot complete the review timely, we will assist you in arriving at a mutually agreeable solution. Contact information is listed on the cover letter of this mailing.

Since all self-reviews are subject to audit, you need to keep all documentation to support amounts reported on your self-review.