



State of Utah

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BARRY C. CONOVER
Executive Director

August 14, 2015

Company Name
Contact Name
Address
City, State Zip

RE: Verification of Sales and Use Tax and Transient Room Tax

Letter ID: VR2150000

The Auditing Division is conducting a self-review project on vacation rental properties. A self-review project consists of businesses and individuals reviewing their own books and records for potential tax liabilities. Self-reviews are designed to help you become familiar with the tax laws that relate to your business, and to assist you in future compliance.

Sales tax and transient room tax are imposed on rooms or lodgings that are regularly rented for less than 30 consecutive days. This includes accommodations and services offered by individuals, hotels, motels, tourist homes, and other similar public lodgings. We have obtained information indicating you are providing these types of accommodations in Utah.

What you should do:

Read the enclosed **Examples** sheet. It lists fees commonly charged by lodging providers that are subject to sales tax and transient room tax. Also, it lists some common purchases made by lodging providers which are taxable.

To perform the self-review, follow the **Instructions** included in this packet. The enclosed **Checklist & Questionnaire** outlines the forms you need to complete and return. It is important you return the completed forms in the envelope provided, along with your payment of computed tax and interest, if applicable, by **September 14, 2015**.

All self-reviews are subject to auditor review. Tax self-reported and paid as part of this self-review will be subject only to interest, and the review period will be limited to three years. If you do not respond to this self-review, and no sales and use tax or transient room tax returns have been filed, the normal three-year statute of limitations does not apply and the Tax Commission may assess tax, interest, and penalty for an unlimited period.

Interest has been calculated to **September 14, 2015**. If payment is made before that date, you may reduce the interest amount accordingly. See the enclosed **Instructions**. If payment is made after **September 14, 2015**, you must adjust the interest and pay the

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proper amount, or additional interest and a late payment penalty may be assessed on any deficiency.

If a careful review of your records shows Utah sales tax and transient room tax were always properly charged to your customers and reported to the Tax Commission, and use tax was reported for all cases where the seller did not charge you tax on a taxable purchase, please do the following:

1. Fill out the **Checklist & Questionnaire**.
2. Complete the **Summary**, including Section D, indicating why you do not owe tax, and sign and date it.
3. Return these documents by email to selfreview@utah.gov, or by mail using the envelope provided, by **September 14, 2015**.

If you are a broker, or if your rental operations are performed by a property management company, indicate this on Section D of the **Summary**. Provide the name and address of the individual or property management company responsible for operating the property.

If you have questions or need additional time:

Email us at selfreview@utah.gov or contact one of the following from 8:00 a.m. to 5:00 p.m., Monday through Friday:

Matthew Duke	(801) 297-4670
Stephen Peterson	(801) 297-4758
Lóse Wolfgramm	(801) 297-4615

Additional information to help you complete this self-review can be found on our website at tax.utah.gov/selfreview/vacationrentals.

Thank you for your prompt attention and cooperation regarding this matter.

Respectfully,



Michael Christensen
Tax Audit Manager

Enclosures