



State of Utah

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SCOTT W. SMITH
Executive Director

November 1, 2019

Company Name
Contact Name
Address
City, State Zip

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

Letter ID: VR219****

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 and transient room taxes are imposed on rooms or lodgings that are regularly rented for less than 30 consecutive days. "Regularly rented" means a property is rented to a guest for value three or more times during a calendar year, or is advertised or held out to the public as a place that is regularly rented. 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 and transient room taxes. It also lists some common taxable purchases made by lodging providers.

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 self-review forms to selfreview@utah.gov by **December 2, 2019**. If making payment, include a printed copy of the completed forms with your check in the envelope provided, and mail them by **December 2, 2019**.

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, without late filing or late payment penalties, and the review period will be limited to three years. If you do not respond to this self-review, and no returns have been filed, the normal three-year statute of limitations does not apply and the Tax Commission may assess tax, interest, and penalties for an unlimited period.

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Interest has been calculated to **December 2, 2019**. If payment is made before that date, you may reduce the interest amount accordingly. See the enclosed **Instructions**. If payment is made after **December 2, 2019**, you must adjust the interest and pay the 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 and use tax and transient room tax were always properly charged to your customers and reported to the Tax Commission, 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 **December 2, 2019**.

If your rental operations are performed by a property manager, broker, or online marketplace that collects **and** reports all taxes on your behalf, indicate this on Section D of the **Summary**. Provide the name and address of the property manager, and include a copy of your most recent invoice or statement from the property manager as documentation.

If you have questions or need additional time:

Email us at selfreview@utah.gov or contact one of the following people to assist you:

Matthew	(801) 297-4670
Stephen	(801) 297-4758
Tomo	(801) 297-4753

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

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

Respectfully,

Tiffany
Tax Audit Manager

Enclosures