

**TAXPAYER INFORMATION**

The Hotel Room Rental Tax is imposed at the rate of 3% of the consideration received by each operator of a hotel within the County from each transaction of renting a room or rooms. The tax is to be collected by the operator of each hotel from each patron who rents a room. Each operator is required to file a tax return and remit the tax collected on or before the tenth (10<sup>th</sup>) day of the month subsequent to the month in which the tax was collected.

**INSTRUCTIONS**

1. Tax must be computed on the two lower portions of this bill.
2. If there is no tax due for any given period, a return must be filed indicating this fact by writing NO TAX DUE in item 3.
3. Mail lower portion of this bill ONLY with your check.
4. Make check payable to "County of Delaware".
5. Bills may be paid in person at:

**Office of the Treasurer**  
**Courthouse & Government Center Building**  
**201 W. Front Street / Media, PA 19063**

**HOTEL  
ROOM RENTAL TAX**

**Period:** JANUARY 1 – 31, 2023

**PAY TAX on or before:** FEBRUARY 10, 2023

According to our records you have failed to file for the tax period(s) indicated below:

TAX YEAR		JAN	FEB	MAR	APR	MAY
JUN	JUL	AUG	SEP	OCT	NOV	DEC

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	

RETAIN THIS PORTION  
FOR YOUR RECORDS

▲ DETACH HERE ▲

HOTEL ROOM RENTAL TAX      **PERIOD:** JANUARY 1-31, 2023  
**PAY TAX on or before:**  
 FEBRUARY 10, 2023

HOTEL NAME HERE

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	
4. INTEREST & PENALTY 10% PER MONTH	
5. TOTAL DUE	

OFFICE OF THE TREASURER  
 COURTHOUSE & GOVERNMENT CENTER BUILDING  
 201 W. FRONT STREET / MEDIA, PA 19063

**IF YOU HAVE CEASED OPERATIONS, PLEASE  
 GIVE DATE:** \_\_\_\_\_  
**NAME OF NEW  
 OWNER:** \_\_\_\_\_

I hereby certify that this return has been examined by me and that the information contained herein is true, correct and complete, to the best of any knowledge and belief.

(SIGNATURE) \_\_\_\_\_  
 (TITLE) \_\_\_\_\_ (DATE) \_\_\_\_\_

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**HOTEL  
ROOM RENTAL TAX**

**Period:** FEBRUARY 1 – 28, 2023

**PAY TAX on or before:** MARCH 10, 2023

According to our records you have failed to file for the tax period(s) indicated below:

TAX YEAR		JAN	FEB	MAR	APR	MAY
JUN	JUL	AUG	SEP	OCT	NOV	DEC

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	

RETAIN THIS PORTION  
FOR YOUR RECORDS

▲ DETACH HERE ▲

HOTEL ROOM RENTAL TAX      **PERIOD:** FEBRUARY 1-28, 2023  
**PAY TAX on or before:**  
MARCH 10, 2023

HOTEL NAME HERE

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	
4. INTEREST & PENALTY 10% PER MONTH	
5. TOTAL DUE	

OFFICE OF THE TREASURER  
COURTHOUSE & GOVERNMENT CENTER BUILDING  
201 W. FRONT STREET / MEDIA, PA 19063

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**NAME OF NEW  
OWNER:** \_\_\_\_\_

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(SIGNATURE) \_\_\_\_\_  
(TITLE) \_\_\_\_\_ (DATE) \_\_\_\_\_

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**HOTEL  
ROOM RENTAL TAX**

**Period:** MARCH 1 – 31, 2023

**PAY TAX on or before:** APRIL 10, 2023

According to our records you have failed to file for the tax period(s) indicated below:

TAX YEAR		JAN	FEB	MAR	APR	MAY
JUN	JUL	AUG	SEP	OCT	NOV	DEC

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	

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HOTEL ROOM RENTAL TAX      **PERIOD:** MARCH 1-31, 2023  
**PAY TAX on or before:**  
 APRIL 10, 2023

HOTEL NAME HERE

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	
4. INTEREST & PENALTY 10% PER MONTH	
5. TOTAL DUE	

OFFICE OF THE TREASURER  
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**HOTEL  
ROOM RENTAL TAX**

**Period:** APRIL 1 – 30, 2023

**PAY TAX on or before:**  
MAY 10, 2023

According to our records you have failed to file for the tax period(s) indicated below:

TAX YEAR		JAN	FEB	MAR	APR	MAY
JUN	JUL	AUG	SEP	OCT	NOV	DEC

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	

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HOTEL ROOM RENTAL TAX  
**PERIOD:** APRIL 1-30, 2023  
**PAY TAX on or before:**  
MAY 10, 2023

HOTEL NAME HERE

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	
4. INTEREST & PENALTY 10% PER MONTH	
5. TOTAL DUE	

**OFFICE OF THE TREASURER**  
**COURTHOUSE & GOVERNMENT CENTER BUILDING**  
**201 W. FRONT STREET / MEDIA, PA 19063**

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GIVE DATE:** \_\_\_\_\_  
**NAME OF NEW  
OWNER:** \_\_\_\_\_

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(SIGNATURE) \_\_\_\_\_  
(TITLE) \_\_\_\_\_ (DATE) \_\_\_\_\_

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**HOTEL  
ROOM RENTAL TAX**

**Period:** MAY 1 – 31, 2023

**PAY TAX on or before:** JUNE 10, 2023

According to our records you have failed to file for the tax period(s) indicated below:

TAX YEAR		JAN	FEB	MAR	APR	MAY
JUN	JUL	AUG	SEP	OCT	NOV	DEC

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	

RETAIN THIS PORTION  
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HOTEL ROOM RENTAL TAX      **PERIOD:** MAY 1-31, 2023  
**PAY TAX on or before:**  
 JUNE 10, 2023

HOTEL NAME HERE

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	
4. INTEREST & PENALTY 10% PER MONTH	
5. TOTAL DUE	

OFFICE OF THE TREASURER  
 COURTHOUSE & GOVERNMENT CENTER BUILDING  
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**NAME OF NEW  
 OWNER:** \_\_\_\_\_

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(SIGNATURE) \_\_\_\_\_  
 (TITLE) \_\_\_\_\_ (DATE) \_\_\_\_\_

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**HOTEL  
ROOM RENTAL TAX**

**Period:** JUNE 1 – 30, 2023

**PAY TAX on or before:** JULY 10, 2023

According to our records you have failed to file for the tax period(s) indicated below:

TAX YEAR		JAN	FEB	MAR	APR	MAY
JUN	JUL	AUG	SEP	OCT	NOV	DEC

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	

RETAIN THIS PORTION  
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HOTEL ROOM RENTAL TAX  
**PERIOD:** JUNE 1-30, 2023  
**PAY TAX on or before:**  
JULY 10, 2023

HOTEL NAME HERE

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	
4. INTEREST & PENALTY 10% PER MONTH	
5. TOTAL DUE	

**OFFICE OF THE TREASURER**  
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**GIVE DATE:** \_\_\_\_\_  
**NAME OF NEW**  
**OWNER:** \_\_\_\_\_

I hereby certify that this return has been examined by me and that the information contained herein is true, correct and complete, to the best of any knowledge and belief.

(SIGNATURE) \_\_\_\_\_  
(TITLE) \_\_\_\_\_ (DATE) \_\_\_\_\_

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**HOTEL  
ROOM RENTAL TAX**

**Period:** JULY 1 – 31, 2023

**PAY TAX on or before:** AUGUST 10, 2023

According to our records you have failed to file for the tax period(s) indicated below:

TAX YEAR		JAN	FEB	MAR	APR	MAY
JUN	JUL	AUG	SEP	OCT	NOV	DEC

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	

RETAIN THIS PORTION  
FOR YOUR RECORDS

▲ DETACH HERE ▲

HOTEL ROOM RENTAL TAX  
**PERIOD:** JULY 1-31, 2023  
**PAY TAX on or before:**  
AUGUST 10, 2023

HOTEL NAME HERE

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	
4. INTEREST & PENALTY 10% PER MONTH	
5. TOTAL DUE	

**OFFICE OF THE TREASURER**  
**COURTHOUSE & GOVERNMENT CENTER BUILDING**  
**201 W. FRONT STREET / MEDIA, PA 19063**

**IF YOU HAVE CEASED OPERATIONS, PLEASE  
GIVE DATE:** \_\_\_\_\_  
**NAME OF NEW  
OWNER:** \_\_\_\_\_

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(SIGNATURE) \_\_\_\_\_  
(TITLE) \_\_\_\_\_ (DATE) \_\_\_\_\_

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**HOTEL  
ROOM RENTAL TAX**

**Period:** AUGUST 1 – 31, 2023

**PAY TAX on or before:**  
SEPTEMBER 10, 2023

According to our records you have failed to file for the tax period(s) indicated below:

TAX YEAR		JAN	FEB	MAR	APR	MAY
JUN	JUL	AUG	SEP	OCT	NOV	DEC

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	

RETAIN THIS PORTION  
FOR YOUR RECORDS

▲ DETACH HERE ▲

HOTEL ROOM RENTAL TAX  
**PERIOD:** AUGUST 1-31, 2023  
**PAY TAX on or before:**  
SEPTEMBER 10, 2023

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	
4. INTEREST & PENALTY 10% PER MONTH	
5. TOTAL DUE	

HOTEL NAME HERE

**OFFICE OF THE TREASURER**  
**COURTHOUSE & GOVERNMENT CENTER BUILDING**  
**201 W. FRONT STREET / MEDIA, PA 19063**

**IF YOU HAVE CEASED OPERATIONS, PLEASE**  
**GIVE DATE:** \_\_\_\_\_  
**NAME OF NEW**  
**OWNER:** \_\_\_\_\_

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**HOTEL  
ROOM RENTAL TAX**

**Period:** SEPTEMBER 1 – 30, 2023

**PAY TAX on or before:** OCTOBER 10, 2023

According to our records you have failed to file for the tax period(s) indicated below:

TAX YEAR		JAN	FEB	MAR	APR	MAY
JUN	JUL	AUG	SEP	OCT	NOV	DEC

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	

RETAIN THIS PORTION  
FOR YOUR RECORDS

▲ DETACH HERE ▲

HOTEL ROOM RENTAL TAX  
**PERIOD:** SEPTEMBER 1-30, 2023  
**PAY TAX on or before:**  
OCTOBER 10, 2023

HOTEL NAME HERE

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	
4. INTEREST & PENALTY 10% PER MONTH	
5. TOTAL DUE	

**OFFICE OF THE TREASURER**  
**COURTHOUSE & GOVERNMENT CENTER BUILDING**  
**201 W. FRONT STREET / MEDIA, PA 19063**

**IF YOU HAVE CEASED OPERATIONS, PLEASE  
GIVE DATE:** \_\_\_\_\_  
**NAME OF NEW  
OWNER:** \_\_\_\_\_

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**HOTEL  
ROOM RENTAL TAX**

**Period:** OCTOBER 1 – 31, 2023

**PAY TAX on or before:**  
NOVEMBER 10, 2023

According to our records you have failed to file for the tax period(s) indicated below:

TAX YEAR		JAN	FEB	MAR	APR	MAY
JUN	JUL	AUG	SEP	OCT	NOV	DEC

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	

RETAIN THIS PORTION

FOR YOUR RECORDS

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HOTEL ROOM RENTAL TAX  
**PERIOD:** OCTOBER 1-31, 2023  
**PAY TAX on or before:**  
NOVEMBER 10, 2023

HOTEL NAME HERE

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	
4. INTEREST & PENALTY 10% PER MONTH	
5. TOTAL DUE	

**OFFICE OF THE TREASURER**  
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**GIVE DATE:** \_\_\_\_\_  
**NAME OF NEW**  
**OWNER:** \_\_\_\_\_

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**HOTEL  
ROOM RENTAL TAX**

**Period:** NOVEMBER 1 – 30, 2023

**PAY TAX on or before:** DECEMBER 10, 2023

According to our records you have failed to file for the tax period(s) indicated below:

TAX YEAR		JAN	FEB	MAR	APR	MAY
JUN	JUL	AUG	SEP	OCT	NOV	DEC

1. TAXABLE RENTALS	
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3. TAX DUE	

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HOTEL ROOM RENTAL TAX  
**PERIOD:** NOVEMBER 1-30, 2023  
**PAY TAX on or before:**  
DECEMBER 10, 2023

HOTEL NAME HERE

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	
4. INTEREST & PENALTY 10% PER MONTH	
5. TOTAL DUE	

OFFICE OF THE TREASURER  
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GIVE DATE:** \_\_\_\_\_  
**NAME OF NEW  
OWNER:** \_\_\_\_\_

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**HOTEL  
ROOM RENTAL TAX**

**Period:** DECEMBER 1 – 31, 2023

**PAY TAX on or before:** JANUARY 10, 2024

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JUN	JUL	AUG	SEP	OCT	NOV	DEC

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2. TAX RATE	3%
3. TAX DUE	

RETAIN THIS PORTION  
FOR YOUR RECORDS

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HOTEL ROOM RENTAL TAX  
**PERIOD:** DECEMBER 1-31, 2023  
**PAY TAX on or before:**  
JANUARY 10, 2024

HOTEL NAME HERE

1. TAXABLE RENTALS	
2. TAX RATE	3%
3. TAX DUE	
4. INTEREST & PENALTY 10% PER MONTH	
5. TOTAL DUE	

OFFICE OF THE TREASURER  
COURTHOUSE & GOVERNMENT CENTER BUILDING  
201 W. FRONT STREET / MEDIA, PA 19063

**IF YOU HAVE CEASED OPERATIONS, PLEASE  
GIVE DATE:** \_\_\_\_\_  
**NAME OF NEW  
OWNER:** \_\_\_\_\_

I hereby certify that this return has been examined by me and that the information contained herein is true, correct and complete, to the best of any knowledge and belief.

(SIGNATURE) \_\_\_\_\_  
(TITLE) \_\_\_\_\_ (DATE) \_\_\_\_\_