



# Form OP-210 Room Occupancy Tax Return

Form OP-210 **must be filed and paid electronically.** Visit **myconneCT** at [portal.ct.gov/DRS-myconneCT](http://portal.ct.gov/DRS-myconneCT) to file your return electronically.



**Due Date:** Form OP-210 **must** be filed and paid on or before the last day of the month following the end of the period.

For period ending

▶  -   
M M - D D - Y Y Y Y

Connecticut Tax Registration Number

▶

Federal Employer Identification Number (FEIN)

▶

Taxpayer Name

**This return MUST be filed electronically!**

Address (number and street), apartment number, PO Box

**DO NOT MAIL paper tax return to DRS!**

City, town, or post office

State

ZIP code

▶  Check here if this is an **amended** return.

1. Taxable receipts from room occupancy (hotels, motels, lodging houses, and short-term home rentals.)

▶ 1.  .00

2. Amount of tax due: Multiply Line 1 by 15% (.15).

▶ 2.  .00

3. Taxable receipts from bed and breakfast establishments

▶ 3.  .00

4. Amount of tax due: Multiply Line 3 by 11% (.11).

▶ 4.  .00

5. Total tax due: Add Lines 2 and 4.

▶ 5.  .00

6a. Penalty.....▶ 6a.  .00

6b. Interest.....▶ 6b.  .00

6. Total amount due: Add Line 5, Line 6a and Line 6b.

▶ 6.  .00

**Declaration:** I declare under penalty of law that I have examined this return (including any accompanying schedules and statements) and, to the best of my knowledge and belief, it is true, complete, and correct. I understand the penalty for willfully delivering a false return or document to DRS is a fine of not more than \$5,000, imprisonment for not more than five years, or both. The declaration of a paid preparer other than the taxpayer is based on all information of which the preparer has any knowledge.

Taxpayer's signature

Title

Date

Taxpayer's email address

**This return MUST be filed electronically!**

Preparer's signature

Preparer's address

**DO NOT MAIL paper tax return to DRS!**



Check all boxes that apply and provide the information requested.

**Permanently out of business:** Enter last business date:  M M - D D - Y Y Y Y

**New mailing address, trade name, or physical location:**

Enter new mailing address:

Enter new trade name:

Enter new physical location: PO Box is not acceptable

**First return:** Enter business start date:  M M - D D - Y Y Y Y

**Change in ownership:** Enter date business was sold.  M M - D D - Y Y Y Y

New owners must obtain a new Connecticut Tax Registration Number.

Enter name of new owner:

Enter address of new owner:

# Form OP-210 Instructions

## General Instructions

### Form OP-210 must be filed and paid electronically.

File this return and make payment electronically using **myconneCT** at [portal.ct.gov/DRS-myconneCT](http://portal.ct.gov/DRS-myconneCT).



### Electronic Filing Waiver

Only taxpayers that receive a waiver from electronic filing from DRS may file a paper version of this form. To request a waiver from the electronic filing requirement visit [portal.ct.gov/DRS](http://portal.ct.gov/DRS) and complete **Form DRS-EWVR**, *Electronic Filing and Payment Waiver Request*.

Complete this return in blue or black ink only. Do not use staples.

You must file a return even if no sales were made during the period and no tax is due. If you did not make any sales, enter zero sales and zero taxes due and sign the return.

Make your check payable to **Commissioner of Revenue Services**. Include your Connecticut Tax Registration Number on your check. DRS may submit your check to your bank electronically.

**Mail to:** Department of Revenue Services  
State of Connecticut  
PO Box 5030  
Hartford CT 06102-5030

**Rounding:** You must round off cents to the nearest whole dollar on your returns and schedules. Round down to the next lowest dollar all amounts that include 1 through 49 cents. Round up to the next highest dollar all amounts that include 50 through 99 cents. However, if you need to add two or more amounts to compute the amount to enter on a line, include cents and round off only the total.

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**Example:** Add two amounts (\$1.29 + \$3.21) to compute the total (\$4.50) to enter on a line. \$4.50 is rounded to \$5.00 and entered on the line.

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**Due Date:** Form OP-210 **must** be filed and paid on or before the last day of the month following the end of the period.

**New Owners:** Do not use the previous owner's form to file your return. Any change in ownership requires a new Connecticut Tax Registration Number.

**Signature:** You must sign the return.

## Line Instructions

**Fill in all relevant lines, including Totals. Missing lines may delay the processing of your return.**

Taxable receipts should not include charges that are excluded from room occupancy tax.

**Examples of charges that are excluded from taxable receipts for room occupancy tax (but may be subject to the sales and use tax):**

- Amounts excluded from tax when a guest issues **CERT-112**, *Exempt Purchases of Meals or Lodging by Exempt Entities*, approved by DRS;
- Separately-stated charges for use of recreational facilities such as golf courses or spas; **and**
- Gross receipts from rooms rented for more than 30 days. Room occupancy tax applies to the first 30 consecutive days of occupancy regardless of the ultimate length of occupancy.

### Line 1

Enter total taxable receipts received from occupancy in a hotel or lodging house as defined in Conn. Gen. Stat. § 12-407(a)(16) or 12-407(a)(17) or in a short-term home rental as provided in Conn. Gen. Stat. § 12-408h.

**Short-term rental** means the transfer for a consideration of the occupancy in a furnished residence or similar accommodation for a period of thirty consecutive calendar days or less.

### Line 3

Enter total taxable receipts received from occupancy in a bed and breakfast establishment as defined in Conn. Gen. Stat. § 12-407(a)(42).

**Bed and breakfast establishment** means any private operator-occupied house, other than a hotel or lodging house, with twelve or fewer rooms in which persons are lodged for hire and a full morning meal is included in the rent.

### Line 6a

**Penalty for failure to pay tax when due:** A penalty of 15% of the tax due or \$50, whichever is greater, will be assessed when late payment is made.

The following graduated penalty amounts will apply if you fail to remit payments electronically:

- First offense – 10% penalty on the amount of the tax payment, but not more than \$2,500;
- Second offense – 10% penalty, but not more than \$10,000; **and**
- Third and subsequent offenses – 10% penalty.

### Line 6b

**Interest for failure to pay tax when due:** Late payments are subject to interest at the rate of 1% per month or fraction of a month from the due date until the tax is paid in full.

## Additional Information

Call DRS Monday through Friday, 8:30 a.m to 4:30 p.m., at **800-382-9463** (Connecticut calls outside the Greater Hartford calling area only) or **860-297-5962** (from anywhere).

**TTY, TDD, and Text Telephone users only** may transmit inquiries anytime by calling 860-297-4911. Taxpayers may also call 711 for relay services. A taxpayer must tell the 711 operator the number he or she wishes to call. The relay operator will dial it and then communicate using a TTY with the taxpayer.

## Forms and Publications

Visit the DRS website at [portal.ct.gov/DRS](http://portal.ct.gov/DRS) to download and print Connecticut tax forms and publications.