



Form RO-2 Instructions for Room Occupancy Tax Return

Rev. 3/15

Massachusetts
Department of
Revenue

General Instructions

Who must file Form RO-2?

Every operator of a hotel, motel, bed and breakfast establishment or lodging house who collects room occupancy tax and the Convention Center Financing (CCF) fee in the cities of Boston, Cambridge, Chicopee, Springfield, West Springfield and Worcester must file Form RO-2.

When must returns be filed?

Form RO-2 must be filed on or before the 20th day of the month following the calendar month indicated on the return. This return must report total taxable rent charges for room occupancies during the calendar month and all taxes due must be paid at that time. Payments and returns received after the due date will be considered timely if they were properly addressed, mailed first-class and show a U.S. Post Office postmark or private delivery service substantiating date mark dated at least two days before the due date. Even though there may be no taxable rents in a month, you must still file a return with the Department of Revenue. Any return indicating "0" tax due must be e-filed through DOR's MassTaxConnect application at mass.gov/masstaxconnect.

Note: Consolidated room occupancy excise returns are not allowed.

Where should Form RO-2 be mailed?

Mail the return and payment due to: **Massachusetts Department of Revenue, PO Box 419260, Boston, MA 02241-9260**. Please use the enclosed preaddressed mailing labels.

What is the room occupancy tax?

The tax is imposed on the transfer of use or right to the use of any room(s), for sleeping and living purposes, in hotels, motels, bed and breakfast establishments and lodging houses in Massachusetts. A lodging house is, by definition, a house where lodgings are let to four or more persons.

Taxable rents are defined as:

1. Rents for occupancies of \$15 or more per day.
2. Rents charged for any stay of 90 consecutive days or less by the same occupant.

Amended Return

If you need to change a line item on your return, complete a new return with the corrected information and check the "Amended Return" box. Generally, an amended return must be filed within three years of the date that your original return was filed.

By checking the amended return box, you are giving your consent for the Commissioner of Revenue to act upon your amended return after six months from the date of filing. If you choose not to consent, you must do so in writing and attach it to this amended return. If you do not consent, any requested reduction in tax will be deemed denied at the expiration of six months from the date of filing.

If you are disputing an assessment resulting from an audit, or are requesting an abatement of penalties, do not file an amended return. Rather, you must file a Form ABT, Application for Abatement. Visit mass.gov/dor/amend for additional information about filing an amended return, or filing an application for abatement.

What if any information shown on the preprinted form is incorrect?

If any preprinted information on these forms is incorrect, or if you have changed your address, make all the necessary changes or corrections through MassTaxConnect at mass.gov/masstaxconnect, or on the enclosed Form AI-1, Change of Address/Information.

Changes need only be made once on Form AI-1. Do not make any changes on the tax return included in this package.

If the changes involve a change of ownership or organization, report this on Form AI-1. Do not use the existing package of tax returns. File an online application for registration by accessing MassTaxConnect at mass.gov/masstaxconnect. The online application will allow you to register as a new business and enable you to file and pay electronically.

What if I need additional information?

Additional information regarding room occupancy excise can be obtained by visiting DOR's website at www.mass.gov/dor or by calling the Contact Center Bureau at (617) 887-6367 or toll-free in Massachusetts at 1-800-392-6089.

Line Instructions

Note: An entry must be made in each line. Enter "0," if applicable.

Line 1. Enter the gross rent charged for all room occupancies during the period.

Line 2. Enter the total taxable rent charged for all room occupancies during the month. Exclude from line 2 the rents charged that were exempt from the state and local excise, as well as the CCF fee. (See the definition of taxable rent.)

Line 3. Multiply line 2 by .057 (5.7%).

Line 4. Multiply line 2 by the local room occupancy rate. If you have any questions about whether or not your community has enacted a city/town room occupancy excise, please call the Contact Center Bureau at (617) 887-6367 or toll-free in Massachusetts at 1-800-392-6089. Enter this amount.

Line 5. Multiply line 2 by the Convention Center Financing (CCF) fee of .0275 (2.75%).

