Lodgers Tax Form Instructions

If submitting via USPS, please remit all payments to:

City of Las Cruces

Attn: Cashiers

PO Box 20000

Las Cruces, NM 88004

If submitting via Fed Ex, UPS, etc. please remit payment to physical address:

City of Las Cruces

Attn: Cashiers

700 N Main St

Las Cruces, NM 88001

All payments must be received in Cashiers’

office by end of day on the 25th of each month.\*

**If submitted later than the 25th, late fees apply**

**See Ordinance O-2742**

Fill in the ***Month*** and ***Year*** in which you are reporting

***Gross Taxable Rentals:* total amount collected**

***5% of gross rentals:* total amount collected multiplied by 0.05**

***Number of Rooms:* number of rooms for each day occupied by a vendee\*\***

***Convention Center Fee:* total number of rooms multiplied by $2.50**

***Total Due:* 5% of gross taxable rentals plus total Convention Center Fee**

***Lodging Facility:* Enter name of hotel / motel / RV campground Airbnb or other such facility**

***Facility Address:* Enter the physical address of the facility**

***Authorized Signature:* signature of the GM or Manager of the facility**

***Print Name and Title:* please print GM or Manager name**

If you have any questions, please call the Treasury at 575.541.2157.

Ordinances related to this topic: O-0115; O-1011; O-2006; O-2742

\*If the 25th falls on the weekend or holiday it is due next business day.

\*\*See City Municipal Ordinance O-2006 for definitions. Click on links provided above.