



SHELBY COUNTY FISCAL COURT

419 Washington Street Shelbyville, KY 40065
(502) 633-7685

SHELBY COUNTY TRANSIENT ROOM TAX RETURN

Accommodation Name _____

Owner/Company Name _____

Address _____

Month Ending _____

Account Number:

Return Status

☐ No Activity

☐ Amended Return

☐ Final Return

Tax Calculation

1.	Gross Rental Sales (owner booked & Airbnb only)	1.	(Lines a + b)
a.	Rentals booked directly with owner – \$ _____		=
b.	Rentals booked through Airbnb – \$ _____		\$ _____
2.	Transient Room Tax @ 3% (Line 1 x .03)	2.	
3.	Conference Center Tax @ 1% (Line 1 x .01)	3.	
4.	Total Tax Due (Line 2 + Line 3)	4.	
5.	Interest (12% per annum)	5.	
6.	Total Amount Due (Line 4 + Line 5)	6.	

Online Booking Platforms Used

If any online booking platforms (e.g., Vrbo, Booking.com) collected and remitted transient room tax on your behalf for this property during the filing period, please list each platform below along with the amount of tax they remitted. (Please note unlike the other short-term rental platforms listed above, Airbnb is currently not complying with local tax remittance requirements and does not submit payments directly to our office on behalf of its hosts. As a result, property owners who use Airbnb are individually responsible for reporting and paying these local taxes due each month.

Platform Name	Tax Remitted on Your Behalf

Note: Do not include these amounts in the tax you are submitting with this return. This section is for informational and reconciliation purposes only.

- YOU ARE REQUIRED TO FILE A RETURN EVEN THOUGH NO TAX MAY BE DUE.
- RETURN IS DUE NO LATER THAN THE 30TH DAY FOLLOWING THE MONTH IT WAS COLLECTED.
- ANY CHANGE OF ADDRESS OR OWNERSHIP SHOULD BE REPORTED IMMEDIATELY.
- MAKE SURE RETURN IS SIGNED AND DATED. KEEP A COPY FOR YOUR RECORDS.

I HEREBY CERTIFY THAT THE STATEMENTS MADE HERIN AND IN ANY SUPPORTING SCHEDULE IS TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Signature _____

Print _____

Title _____

Date _____

MAKE CHECK PAYABLE & MAIL TO:

SHELBY COUNTY FISCAL COURT

419 WASHINGTON ST

SHELBYVILLE, KY 40065

Rusty Newton

Occupational License Fee Administrator

Phone: (502) 633-7685 rusty.newton@shelbycok.gov