



What NJ Lodging Operators Must Track for Guest Taxes

Simple checklist for compliance with NJ tax laws. Covers all guest and tax-related data needed. Helps avoid fines and penalties from authorities.

By TMD Accounting



Guest Information



Guest Full Name

Complete legal name as shown on identification



Check-In Date

Exact arrival date for stay duration calculation



Check-Out Date

Departure date to determine total taxable nights

Essential for accurate recordkeeping and tax audits.

Room & Booking Details

Room Rate

Base nightly rate before taxes and fees

Booking Type

Direct, online platform, or travel agent reservation

Exemption Applied

Permanent resident or qualified camp exemptions

Documentation

Proof of exemption status and signed agreements

HOTEL
ROOM RATE

State	District
State	\$,100
District	\$,100
Tax	\$,200

Rates per night

BOOKING
FORM

Guest Name: _____

Address: _____

Room Number: _____

Initial: _____

State/Province: _____

Phone Number: _____

Room Type: _____

BOOKING
CONFIRMATION

Guest Name: John Smith

Address: Sepacrobe, 28, 2008,

Payment Number: Sepacrobe, 22, 2026

Room Type: District

Room of Guest: 8

INVOICE

Tax: \$,100.00

Room: \$,100.00

Fee: \$1,000

Donor: \$11,000

Total: \$1,100.00

Signature

Printed name: _____

Taxes Collected

NJ Sales Tax

Standard rate of 6.625% applies to room charges

State Occupancy Fee

Up to 5% additional state-mandated lodging fee

Municipal Tax

City or local lodging tax varies by location

Track separate lines for each required tax to ensure proper filing.

Payment & Collection Details



Total Collected

Room rate plus all applicable taxes combined



Remittance Date

When taxes are paid to tax authorities



Accuracy Check

Sum accurate totals to avoid underpayment errors



Compliance & Filing



Filing Method

Paper or online submission tracking



Documentation

Keep records for each transaction



Audit Ready

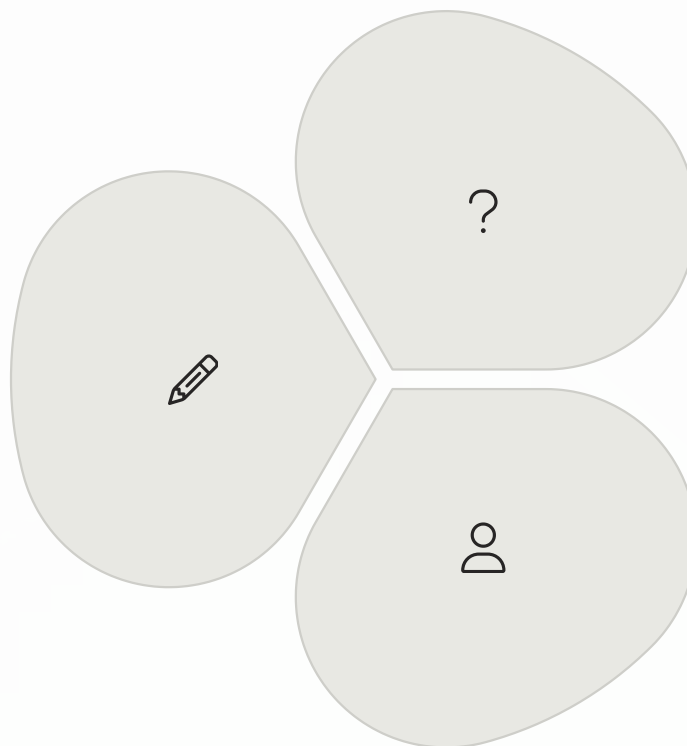
Maintain filing records as required by NJ law



Additional Notes

Special Instructions

Document unique circumstances or disputes



Tax Clarifications

Note exemption details and qualification periods

Group Information

Record permanent residency duration and tax-exempt status



Schedule a Free Compliance Consultation

Avoid Tax Errors

Ensure your lodging business stays compliant with regulations

Get Expert Review

Contact TMD Accounting today for personalized guidance

Stay Organized

Call or visit TMD Accounting for ongoing support