



RESORT TAX

— BUILDING BIG SKY SINCE 1992 —

ORDINANCE 98-01 TRAINING

3R'S

RULES

REGULATIONS

REGISTRATION



RESORT TAX

— BUILDING BIG SKY SINCE 1992 —

ORDINANCE 98-01 TRAINING AGENDA

INTRODUCTION & OVERVIEW

A.	REVIEW OF AGENDA	--	10 MIN.
B.	OVERVIEW OF ORDINANCE 98-01	--	2 MIN.
C.	IMPORTANT DATES	--	5 MIN.

ORDINANCE BY SECTION:

A.	PURPOSES	--	3 MIN.
B.	RATES	--	2 MIN.
C.	ENUMERATED ESTABLISHMENTS	--	5 MIN.
D.	GOODS & SERVICES	--	5 MIN.
E.	TIME & REMITTANCE	--	2 MIN.
F.	AUDITS	--	3 MIN.
G.	ENFORCEMENT	--	5 MIN.
H.	APPEALS	--	3 MIN.
I.	BUSINESS REGISTRATION	--	30 MIN.

	QUESTION & ANSWER SESSION	--	45 MIN.
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INTRODUCTION & OVERVIEW

- Types of Taxes in Big Sky
 - Local - Resort Tax
 - County - Property Tax
 - State
 - Lodging Tax
 - Income Tax
 - Federal - Income Tax

INTRODUCTION & OVERVIEW

- What is Resort Tax and a Resort Area District?
 - MCA Governed
 - Resort Tax first enacted in 1992
 - District created 1998
 - 5 locally elected Board Members
 - 4-year terms
 - 3 up for election in 2020

WEBSITE WALK THROUGH



FUNDING

COLLECTIONS

COMMUNITY PROJECTS

PAYMENTS & REGISTRATION

☰ MENU



INTRODUCTION & OVERVIEW

- What is Ordinance 98-01?
 - Ordinance last revised 2015
 - Newly amended version effective November 25th, 2019
 - Governing/Administrative document for Resort Tax
 - Explains what is taxable and what is exempt
 - Describes requirements for businesses when collecting and remitting the tax, an appeals process, delinquency procedures, and the audit process
- Why a revision?

IMPORTANT DATES

- Nov 7th – Ordinance Training (Live Streaming).
 - Recording will be available at ResortTax.org
- Nov 19th and 20th – One on One Trainings (by Appointment)
- Nov 25th – New Ordinance Takes Effect
- Dec 10th and 11th – One on One Trainings (by Appointment)
- Dec 31st – Deadline for Business Registrations

PURPOSES

- The purpose of the resort tax is to tax:
 - (a. Goods & Services sold to tourist and transient visitors, but which locals and other members of the general public also may purchase, and
 - (b. Luxuries,
 - Necessities of Life are not intended to be taxed (except at Enumerated Establishments)

Resort Taxes collected will be used to fund infrastructure facilities or projects, public transportation, tourism development, and other public services and facilities within the District as well as all costs associated with the collection, administration, appropriation, expenditure, litigation of resort taxes; consistent with Ordinance No. 99-01

WHAT IS THE RATE OF THE RESORT TAX?

- 3% on the sales of goods and services
- What's the 1% for infrastructure?
 - Could only be added if approved by local voters for a specific project
- Is the 7% state of Montana lodging tax different?
 - Yes, and please note it is increasing to 8% January 1, 2020
 - Montana Department of Revenue Administers

ENUMERATED ESTABLISHMENTS

- Hotels, motels, and other lodging or camping facilities
- Restaurants, fast food stores, or other food service establishments (including food trucks)
- Taverns, bars, night clubs, lounges, or other public establishments that serve beer, wine, liquor, or other alcoholic beverages by the drink; and
- Destination ski resorts and other destination recreational facilities

If any establishment operates one or more of the above enumerated businesses, and simultaneously operates other lines of business that do not reasonably fall within the above definition, then the establishment must collect taxes on that portion of its business that falls within one of the above enumerated businesses.

Example: Grocery store with a food service deli: only luxury items sold by the grocery store are taxable, while everything sold at the food service deli is taxable

GOODS & SERVICES | LUXURIES | NECESSITIES OF LIFE - NOTABLE CHANGES

Luxuries:

- OLD - Alcohol served by the drink
- NEW – All Alcohol, excluding any sold at wholesale
- NEW – Tobacco
- All unrelated taxable income of any tax-exempt, non-profit, or educational organization: <https://www.irs.gov/charities-non-profits/unrelated-business-income-defined>
 - For most organizations, an activity is an unrelated business (and subject to unrelated business income tax) if it meets three requirements:
 - It is a trade or business
 - It is regularly carried on, and
 - It is not substantially related to furthering the exempt purpose of the organization.

Necessities of Life:

- Unprepared Foods – SNAP: <https://www.fns.usda.gov/snap/supplemental-nutrition-assistance-program>
 - **Any food for the household, such as** (<https://www.fns.usda.gov/snap/eligible-food-items>):
 - Fruits and vegetables;
 - Meat, poultry, and fish;
 - Dairy products;
 - Breads and cereals;
 - Other foods such as snack foods and non-alcoholic beverages; and
 - Seeds and plants, which produce food for the household to eat.
- Transportation
 - Retail Sale of Bikes

TIME & REMITTANCE

- Monthly
- Quarterly
 - New—\$5000 maximum for quarterly filers
- New – Seasonally
 - Schedule must be agreed upon with business and District staff
 - Must collect less than \$5000 annually
 - Operations are less than 6 months

AUDITS

Periodic random Audits shall be conducted under the direction of the District and all establishments shall cooperate in all respects in the conduct of the Audits.

- Conducted by a third party
- Previous calendar year is audited
- District conducts audits 10 businesses per year
- Businesses are required to maintain and provide records
- Penalties for not complying with an audit

ENFORCEMENT

The following penalties, referrals, or liens may be imposed as authorized by section 7-6-1505, MCA, for failure to report resort taxes due, failure to remit resort taxes due, and violations of this Ordinance:

- a) a criminal penalty, not to exceed a fine of \$1,000 or six-months imprisonment, or both;
- b) a civil penalty if the District prevails in a suit for the collection of resort taxes, not to exceed fifty percent (50%) of the resort taxes found due, plus the costs and attorney fees incurred by the District in the enforcement action;
- c) upon referral to the County Commissioners of Gallatin or Madison Counties, revocation of the county license held by the offender, if applicable;
- d) upon proper legal procedure secure and file a lien against the property of the establishment failing to report, collect or remit resort taxes.

NEW – APPEALS

- Appeals Process:
 - Submit to staff in writing, answered within 30 days
 - Maintain written file
 - Staff may seek guidance from Board and Attorneys
 - Determination may be appealed to the Board, in writing, within 30 days of staff determination
 - After appeal received, at next Open Board Meeting, set time and place of hearing, providing notice to the business

QUESTIONS

?

NEW – BUSINESS REGISTRATION

- Increase compliance and acknowledgement of Ordinance 98-01
- Create a fair and equitable mechanism to support compliance, enforcement, and collection of the tax
- Working to eliminate undue burden through upfront collections – many businesses go years without collection.
- How much is it – FREE!
- How long does it take – Under 10 minutes.
- Is it required – Yes.

BUSINESS REGISTRATION INSTRUCTIONS (NEW BUSINESSES ONLY):

Visit: <https://resorttax.munirevs.com>

Click GO to Register



Enter Your Email Address

A screenshot of a web form titled 'Email Address'. It features a text input field with the placeholder text 'Email Address (Required)'. Below the input field is an orange 'Continue' button. Both the input field and the 'Continue' button are circled in red.

Verify Your Email Address (CHECK YOUR SPAM)



Thank you for registering. To complete the registration process and activate your account we ask that you complete your registration by confirming your account information at <https://resorttax.munirevs.com/verify/?verify=4234.8e2ed5d4e34f092a0ec37de70672ccfbddac2aec>

If you experience issues, you may generate a new confirmation email or contact us for assistance.

BUSINESS REGISTRATION INSTRUCTIONS (NEW BUSINESSES ONLY):

Set Your Password and Create Your User Profile

Set Your Password * Required

New Password *

Re-enter New Password *
User Profile

This information is to confirm that the business licensee is authorizing the below individual to have access to their MUNIRevs account.

First Name *	Address *
<input type="text"/>	<input type="text"/>
Last Name *	<input type="text"/>
<input type="text"/>	City *
Telephone *	<input type="text"/>
<input type="text"/>	State *
Country *	<input type="text"/>
United States <input type="text"/>	Postal Code *
	<input type="text"/>

[Continue to Business Profile](#)

Select New Account

Please choose one of the following: *

I already have an existing account.

If you have already been issued an account and/or you have been paying taxes in this jurisdiction, choose this option. **NEW BUSINESSES**, please scroll down to the bottom of this page for the option "I have a new business and need to apply for a new account."

I have a new business and need to apply for a new account.

Please do NOT choose this option if you have an existing account as it will create a new business and related tax forms for you to manage. If you are having difficulty attaching to an existing business, please select "I already have an existing account." above and use the link to contact MUNIRevs Support.

Business Name

Business Type **Your Role**

Please choose Please choose

[Continue](#)

BUSINESS REGISTRATION INSTRUCTIONS (NEW BUSINESSES ONLY):

Enter Your Business Information and Click Submit

Resort Tax > Business Center > Task

RESORT TAX

New Business Form

Test

Period: Due: 11/11/2019 Current Time: 11/01/2019 Late: NO

DOING BUSINESS AS: *

If a short term rental, please title the Doing Business As field with either 1) the Unit Number and Complex; or 2) the Address Number and Street.

LEGAL NAME OF COMPANY: *

Test

BUSINESS (OR PROPERTY) INFORMATION:

BUSINESS (OR PROPERTY) PHYSICAL LOCATION: *
For ID Use:

Street * Unit City * State * Zip *

MAILING ADDRESS: *
Street * Unit City * State * Zip *

PRIMARY CONTACT INFORMATION FOR ACCOUNT:

NAME OF CONTACT: *

PHONE NUMBER: *

Is your Business: Year Round or Seasonal? * Year Seasonal

Please indicate your county: * Madison Gallatin

TYPE OF BUSINESS

Event

First Day of Business in this location * Federal Tax ID or SSN: State Tax ID

FILING FREQUENCY:
Do you remit or expect to remit more than \$1,000 per year in Resort Tax? *
 Yes No

I CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Name (as electronic signature): * Title * Date *

11/01/2019 19:09:45

Save and Return to Business Center Submit

Your business application has been received and is under review. You will receive an email in 1-3 business days including steps to finalize your business registration. After approval, tasks including registrations and tax forms (for tax collecting businesses) will be available in the action center.

BUSINESS REGISTRATION INSTRUCTIONS (NEW BUSINESSES AND EXISTING BUSINESSES:

Log into Your Business Center: <https://resorttax.munirevs.com>

Click and Complete The Business Registration Task

The screenshot shows the 'Resort Tax > Business Center' dashboard. The 'Action Center' section has a 'MESSAGES' tab with a red notification icon. Below it, a message titled 'Resort Tax Updated Ordinance 98-01, Effective Date November 25, 2019' is displayed. The 'ALERTS' section shows 'You have 1 Tasks to complete.' Under 'OPEN TASKS', the task 'Business Registration - Employee Count' is highlighted with a red circle, and its sub-task 'Read Big Sky Resort Area District Ordinance Review (new)' is also circled. Other sections include 'Manage Your Account(s)' and 'Manage Your User Account'.

Read Ordinance 98-01, as amended and Click Submit

The screenshot shows the 'Resort Tax > Business Center > Task' page. The title is 'RESORT TAX' and the subtitle is 'Big Sky Resort Area District Ordinance Review'. The ID '012444' and 'Test' are shown. The main content area is titled 'Please Read' and contains the text: 'Big Sky Resort Area District governing Ordinance 98-01, as amended, effective November 25, 2019'. Below this, it says 'Please read the Big Sky Resort Area District governing Ordinance 98-01, as amended, effective November 25, 2019'. A second line of text states: 'By clicking the orange Submit button below, I acknowledge that I have read, understand, and agree to comply with Ordinance 98-01, as amended, effective November 25, 2019.' At the bottom, there are two buttons: 'Save and Return to Business Center' and 'Submit', with the 'Submit' button circled in red.

BUSINESS REGISTRATION INSTRUCTIONS (NEW BUSINESSES AND EXISTING BUSINESSES:

Complete The Business Registration Questionnaire and Click Submit

Resort Tax > Business Center > Task

Next Task: Business Registration - Employee Count.

RESORT TAX

Business Registration - Employee Count

012444
Test

Period: 2019-11-04 Due: 12/31/2019 Current Time: 11/04/2019 Late: NO

Enter the total number of employees, owners and independent / sub-contractors in the first field below. Then, enter the number of employees, owners and independent sub-contractors working in the Big Sky Resort District in the second field.

Total # of Employees

Average # of Employees Working in the Big Sky Resort District. Include Owners. *

I CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Name (as electronic signature) * Title * Date *

[Save and Return to Business Center](#) [Submit](#)

Verify Pending Approval

Resort Tax > Business Center

Form Received.
Next Task: Business Registration.

Action Center

MESSAGES

Click HERE for FAQ's

Resort Tax Updated Ordinance 98-01, Effective Date November 25, 2019

Through a unanimous vote at the 2nd reading on October 25, 2019, the Board of Directors of the Big Sky Resort Area District approved revisions to Ordinance 98-01. The revision includes new Rules, Regulations, and Regulations (3Rs) offering clarification on taxable items and furthering administrative guidance.

For more information follow the link below or contact the Resort Tax office at info@resorttax.org.

Revised Ordinance, Press Release, FAQ's

ALERTS

No alerts at this time

OPEN TASKS

Test

Business Registration - Employee Count
Pending Approval: Business Registration (new)

Manage Your Account(s)

Print your Registration, or make account changes by clicking on your account(s) below.

Account Name	DBA	Lic#	Code
Test	test	012444	359HSL3

[Add or remove](#) accounts from your user login by clicking here.

Manage Your User Account

USER/ LOGIN OR EMAIL ADDRESS UPDATE: Click HERE to register a new email address. Be sure to jot down your 6 Digit Account Number and 6 Digit Activation Code from the Manage Your Account section above first!

NO LONGER MANAGE AN ACCOUNT? To remove this user email from managing an account, Click HERE, and use the red "Remove" Button to remove yourself from the account.

Activity

(Note - Form and Receipt Data May Not Be Available for Imported / Historical Data from Prior MUNIRevs Versions or Other Systems)

Action	Status	Due Date	Amount	Form
No Business Activity Found				

Thank you for being a part of the Big Sky business community!
Your business registration has been received and is under review (1-3 business days).
When your business registration is complete you will receive a confirmation email.

QUESTIONS & RESOURCES

- ResortTax.org
 - Copy of the Ordinance
 - 3R's FAQ
 - Training Recording
 - Training Presentation
- Resort Tax Staff
 - Danny Bierschwale – District Manager
 - Kristin Drain – Finance and Compliance Manager