



Big Sky Resort Area District
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CPA/Accountant/Bookkeeper FAQ

How should the resort tax be set-up in the POS system?

- We recommend that the resort tax be set-up as a tax in the POS system and added to each applicable sale.

How should the resort tax that has been collected be recorded in the accounting system?

- The resort tax that has been collected should be recorded as a liability in the accounting system. Then, the payments to the Big Sky Resort Area District should be made from this liability account.

What documentation should be maintained to support the resort tax remittances?

- The calculation or report which was used to determine the resort tax remittance should be maintained as documentation for each payment to the Big Sky Resort Area District. Monthly and annual income statements and summaries from the POS system should also be maintained for at least 3 years. Please note that these may need to be maintained for a longer period for other taxing authorities.

What if I need to file an amended return?

- Please e-mail support support@munirevs.com letting them know you need to file an amended return. In the email please include:
 1. What jurisdiction the amendment is for (Big Sky) along with your six-digit registration/account number, and business name
 2. Period you need to amend (i.e. Jan. 2020 form due Feb. 29th)
 3. If you overpaid or underpaid your original form
 4. Brief explanation as to why the form needs to be amended

Once they receive this email, they will review your account and send you further instructions.

Can the business charge a flat amount to the customer instead of adding on the resort tax?

- We recommend adding the tax as a separate line item on each bill, unless your business utilizes a POS software that can deduct the amount of tax from a flat charge and track the tax amount for you.

Can I submit the tax forms on behalf of my client?

- Yes, the business owner may authorize any employee, property manager, or accountant, etc. to submit tax forms and payments on their behalf. We recommend using a separate email address from the owner and linking to the account using the account number and activation code from MUNIREvs.

Can the business owner also have access to the resort tax account through MUNIREvs?

- Yes, multiple users can have access to the same account if they register with unique email addresses.