

**CLARK COUNTY DEPARTMENT OF BUSINESS LICENSE
REQUEST FOR STATEMENT OF
SELLER'S TRANSIENT LODGING TAX LIABILITY**

By completing this form, you are requesting a statement of taxes, fees, interest, and penalties due from the transient lodging establishment indicated below. This request may only be made upon the sale of the business or in anticipation of a future sale of the business. As such, the requesting party must provide proof that a sale of the business has occurred or is imminent (e.g., business purchase agreement, letter of intent, escrow statement, or other formal documentation substantiating the sale).

Seller's information

Name of Transient Lodging Establishment: _____

Combined Transient Lodging Tax Account Number: _____

Purchaser's information

Purchaser Name: _____

Purchaser Address: _____

Telephone Number: _____

Sale information

Sale (or anticipated sale) date: _____

Requested tax liability date *(if different from sale date above):* _____

Requesting Party *(please print):* _____
(Name) *(Title)*

Signature: _____ **Date:** _____

* Provide the date for which the Department's written statement of tax liability is requested, if different than date of sale of business.

** Requests made by anyone other than the seller or seller's representative must be accompanied by a fully executed **Authorization for Release of Information Upon Sale of Transient Lodging Establishment.**

SELLERS, PLEASE NOTE:

Concurrent with this request, sellers must make available to the Department business and accounting records supporting their reported combined transient lodging tax liability for the past three years (or since the date the business was last purchased or the date of the last audit, if more recent). The Department will provide the requested statement of tax liability within 30 days after receipt of this request, or within 30 days after the required documentation is provided to the Department, whichever is later. In no event shall such a statement be issued more than 60 days after the date of this request.