

Lodgers Tax Form Instructions

If submitting via USPS, please remit all payments to:

City of Las Cruces
Attn: Cashiers
PO Box 20000
Las Cruces, NM 88004

If submitting via Fed Ex, UPS, etc. please remit payment to physical address:

City of Las Cruces
Attn: Cashiers
700 N Main St
Las Cruces, NM 88001

All payments must be submitted to the
cashiers' office by the 25th of each month

If submitted later than the 25th, late fees apply

- Fill in the **Month** and **Year** in which you are reporting
- **Gross Taxable Rentals:** total amount collected
- **5% of gross rentals:** total amount collected multiplied by 0.05
- **Number of Rooms Rented:** total number of rooms
- **Convention Center Fee:** total number of rooms multiplied by \$2.50
- **Total Due:** 5% of gross taxable rentals plus total Convention Center Fee
- **Lodging Facility:** enter name of hotel / motel / RV campground etc.
- **Facility Address:** please enter the physical location of the facility
- **Authorized Signature:** signature of the GM or Manager of the facility
- **Print Name and Title:** please print GM or Manager name

If you have any questions, please call the Treasury at 575.541.2157.

Ordinances related to this topic: [O-0115](#); [O-1011](#); [O-2006](#); [O-2742](#)