



# Hotel/Motel Occupancy Excise Tax Return

## NOTICE TO APPLICANTS

To avoid penalty and interest, this form must be filed and paid by the 20th of the month following the period for which the tax is due. Failure to pay by the due date will result in the imposition of penalty and interest (see line 10 & 11). If the 20th falls on a weekend or holiday, the return must be filed and paid, or postmarked, by the following business day. A return must be filed even if no tax is due. Please do not send cash by mail.

## OFFICE USE ONLY

Date Postmarked or Received: \_\_\_\_\_

### Business Information

Hotel/Motel Name	Month of Return
Business Name	Business License Number
Business Address	Phone
Email	Georgia Sales Tax Number

### Monthly Collection Totals

1. Total charges for lodgings and meeting rooms.....	=	_____
2. Deduct charges for lodgings furnished for >30 consecutive days. Taxes are due for the first 30 days; deduction begins on the 31 <sup>st</sup> day.....	-	_____
3. Deduct charges for meeting rooms.....	-	_____
4. Deduct charges for lodgings furnished to Georgia state or local government officials or employees when travelling or on official business.....	-	_____
5. Deduct charges for lodging furnished as the result of destruction of occupant's residence by fire or other casualty.....	-	_____
6. Net taxable charges for lodging accommodations.....	=	_____

### Taxes Due

7. Total tax due – 6% of Line 6.....	=	_____
8. Deduct 3% of Line 7, provided the amount due is not delinquent.....	-	_____
9. Total net tax payable to the City of Pooler.....	=	_____



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Updated **JUNE 2023**

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## Late Assessments

10. Penalty - If return is postmarked after the 20th of the month in which payment is due, add 5% of Line 9 or \$5.00, whichever is greater if the failure is not more than 30 days. An additional penalty of 5% or \$5.00, whichever is greater, shall be charged for each additional 30 days or portion thereof during which the failure continues. The penalty for any single violation shall not exceed 25% or \$25.00 in the aggregate, whichever is greater..... + \_\_\_\_\_

11. Interest - Add 1% of total tax due (Line 7) for each month, or fraction thereof, that the tax return is delinquent in addition to penalty..... + \_\_\_\_\_

**Total Amount of Tax Reported and Remitted to the City of Pooler..... = \$ \_\_\_\_\_**

## Signature

\_\_\_\_\_  
Print Name Title

\_\_\_\_\_  
Signature Date