



HOTEL/MOTEL OCCUPANCY EXCISE TAX RETURN

City of Pooler
100 SW Highway 80
Pooler, Georgia
31322

Date received or
postmarked _____

Hotel/Motel Name: _____ Month of Return _____
Business Name: _____ Phone #: _____
Business Address: _____ Email Address: _____
Business License #: _____ Georgia Sales Tax#: _____

This tax return must be filed and paid by the 20th of the month following the period for which the tax is due to avoid penalty and interest. Failure to pay the tax by the due date will result in the imposition of penalty and interest (see line 10 & 11). If the 20th is a Saturday, Sunday or Federal Holiday the return needs to 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.

Monthly Collection Totals

- | | |
|---|------------|
| 1. Total Charges for lodgings and meeting rooms | \$ _____ |
| 2. Deduct charges for lodgings furnished for more than 30 consecutive days. Taxes are due for the first 30 days; deduction begins on the 31st day | - _____ |
| 3. Deduct charges for meeting rooms | - _____ |
| 4. Deduct charges for lodgings furnished to Georgia State or local government officials or employees when travelling 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 | = \$ _____ |

Late Assesments

- | | |
|---|------------|
| 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 five percent 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 percent 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: _____ Title: _____

Print Name: _____ Date: _____