

CITY OF ELBERTON  
FINANCE DEPARTMENT  
203 ELBERT STREET  
ELBERTON, GEORGIA 30635  
(706) 213-3100

## HOTEL/MOTEL OCCUPANCY TAX REPORT

Instructions: This report and payment is due between the first and twentieth day of each month following the period for which the return is being filed. Please provide the daily room revenue totals on the back of this form. Retain one copy of this return for your records. Checks are payable to the CITY OF ELBERTON and may be mailed with this return to 203 ELBERT ST., ELBERTON, GA 30635. This report must be signed.

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NAME OF BUSINESS \_\_\_\_\_

BUSINESS LOCATION \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

REPORT FOR THE MONTH OF \_\_\_\_\_

1. Gross Room Rentals	\$	_____
2. LESS: Permanent Guest Rentals	\$	_____
3. LESS: Exemptions	\$	_____
4. Taxable Rentals	\$	_____
5. Tax (6% of Line 4)	\$	_____
6. LESS: Collection fee (3% of Line 5, if the return and tax due is received by the due date)	\$	_____
7. Penalty***	\$	_____
8. Total payment due (Sum of Lines 5 - 7)	\$	=====

INDIVIDUAL PREPARING REPORT (Please print): \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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\*\*\* *Penalty*: If payment is not made by the twentieth day of the month following the period for which this return is being filed, penalty should be reported on line 7 and no collection fee should be claimed on line 6. *Penalty* is equal to 5% of the gross tax due (Line 5) or \$5, whichever is greater, if payment is made within 30 days of the due date. An additional 5% of the gross tax due or \$5.00, whichever is greater, should be added to the tax for each additional 30 days or fraction of 30 days during which the failure to pay continues. The penalty for any single violation shall not exceed 25% of the gross tax due or \$25, whichever is greater.

