



SPARTANBURG COUNTY

LOCAL HOSPITALITY TAX

REPORTING AND COMPUTATION FORM

NOTICE: A COPY OF YOUR STATE SALES TAX RETURN SHOULD BE SENT WITH YOUR REMITTANCE.

Year: _____

Business Name: _____

Location Address: _____

Hospitality Tax Registration#: _____

Reporting Period:

The Local Hospitality Tax Act requires that taxes be remitted to Spartanburg County on a Monthly basis when the estimated amount of average tax is more than fifty (\$50.00) dollars a month, on a Quarterly basis when the estimated amount is twenty-five (\$25) to fifty (\$50) dollars a month and Annually when the estimated amount of average tax is less than twenty-five (\$25) dollars a month.

Monthly (Please check one)

- ____ January ____ July
- ____ February ____ August
- ____ March ____ September
- ____ April ____ October
- ____ May ____ November
- ____ June ____ December

Quarterly (Please check one)

- 1st Quarter (Jan., Feb. and March)
- 2nd Quarter (April, May and June)
- 3rd Quarter (July, Aug. and Sept.)
- 4th Quarter (Oct., Nov. and Dec.)

Annually

Computation of Local Hospitality Taxes Due to Spartanburg County:

1. Gross Sales of Food and/or Beverages ²	1.
2. Computation of 2% Local Hospitality Tax (Line 1 x .02)	2.
3. Penalty if remitting after the 20 th of month (Line 2 x .05)	3.
4. Total Penalties: (#Months Past Due) x (Line 3) [*]	4.
TOTAL LOCAL HOSPITALITY TAXES DUE (Add Lines 2 and 4)	\$

****Note the change on line 4. Late penalties will be charged based on the number of months the payment is past due. Payments are delinquent on the 21st of the following month.***

I certify that all information on this form, including any attachments, is a true and accurate report.

Signature: _____ Date: _____

Title: _____ Telephone Number _____

PLEASE MAKE CHECKS PAYABLE TO: SPARTANBURG COUNTY
MAILING ADDRESS: Spartanburg County Hospitality Tax Division · P. O. Box 5666 · Spartanburg, SC 29304
PHONE: (864) 596-3202 or (864) 562-4416

² This return covers the period through the last day of the month.
 If using 13 period accounting cycle, contact this office for instructions.