

# City of Tucker

## Finance Department

1975 Lakeside Parkway Ste. 350 • Tucker, GA • 30084

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## Hotel/Motel Excise Tax Reporting Form



### Online payment portal:

<https://tuckerga.governmentwindow.com/start.html> (recommended)

Business Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Address: \_\_\_\_\_ Month/Year Reported: \_\_\_\_\_

ALL SECTIONS OF THIS FORM MUST BE FULLY COMPLETED AND THE RETURN SHALL BE FILED EVEN THOUGH NO TAX MAY BE DUE

- |   |           |
|---|-----------|
| A. Total Number of Rooms Occupied During This Month   | _____     |
| B. Total Exempt Rooms   | _____     |
| C. Total Room Available This Month<br><i>(number of rooms times number of days during this month)</i> | _____     |
| D. Occupancy Percentage <i>(A Divided by B)</i>   | _____     |
| E. Average Room Rate This Month   | _____     |
| 1. Gross Room Rentals   | \$ _____  |
| 2. Less Permanent Guest Rentals   | \$ _____  |
| 3. Taxable Room Rentals   | \$ _____  |
| 4. Tax – 8% of Line 3   | \$ _____  |
| 5. <b>Penalty</b> – 10% if Past Due 25% Fraud or Intent to Evade                                      | +\$ _____ |
| 6. <b>Interest</b> – 1% per Month or Portion Thereof times Line 4                                     | +\$ _____ |
| 7. <i>Less Collection Fee</i> – 3% of Line 4 <i>(Only on timely returns)</i>                          | -\$ _____ |
| 8. Total Amount Due <b>(Pay this amount)</b>  | \$ _____  |

**Note:** *Incomplete forms will not be processed.*

This return and payment of the taxes collected during the month shown are due by the 20<sup>th</sup> day of the next month. To avoid late fees and interest, please pay on or before the 20<sup>th</sup> day of each month.

I hereby certify that the statements made herein and on any supporting documents are true, correct, and complete to the best of my knowledge.

\_\_\_\_\_  
Print Name of Preparer

Preparer email: \_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_  
Title

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Please return form with remittance to: City of Tucker • Revenue Department • 1975 Lakeside Parkway Ste. 350  
Tucker, GA 30084