

CITY OF GATLINBURG, TENNESSEE - HOTEL/MOTEL TAX RETURN

IMPORTANT PLEASE READ INSTRUCTIONS BELOW CAREFULLY BEFORE COMPLETING FORM.

YOUR TAXES BECOME DELINQUENT THE 21ST DAY OF THE MONTH FOLLOWING THE PERIOD COVERED.

ON THE FORMS ENCLOSED ENTER MONTH COVERED, YOUR GROSS RECEIPTS.

FILL OUT THE THREE INSERTS IN SAME ORDER AS TAKEN FROM ENVELOPE. SIGN

THE COPIES AND RETURN LAST TWO COPIES WITH YOUR PAYMENT TO:
 CITY OF GATLINBURG
 P.O. Box 5, Gatlinburg, TN 37738

ROOM NIGHTS AVAILABLE - PLEASE RECORD TOTAL NUMBER OF NIGHTS AVAILABLE

ROOM NIGHTS RENTED - PLEASE RECORD TOTAL NUMBER OF NIGHTS EACH ROOM RENTED

PLEASE PRINT BUSINESS NAME AND ADDRESS ON EACH FORM IF BLANK OR INCORRECT.

REPORT FOR MONTH OF _____, 2010	
CUSTOMER COPY	
1) GROSS RENTAL PROCEEDS for Month	
2) Less EXEMPT TRANSACTIONS (Itemize on back of each page)	
3) NET PROCEEDS (Line 1 minus Line 2)	
4) HOTEL / MOTEL TAX (3% of Line 3)	
5) PENALTY (1/2 of 1% of Line 4 for each 30 day period or portion thereof delinquent)	
6) INTEREST, if filed late, add 6% per annum of Line 4 until Paid.	
7) VENDORS COMPENSATION - Deduct 2% of Line 4 only when return and amount of tax are not delinquent at time of payment.	
8) TOTAL AMOUNT DUE (Sum of Lines 4, 5, & 6 Less Line 7)	
9) TOTAL ROOM NIGHTS AVAILABLE	
10) ROOM NIGHTS RENTED	

Please retain this copy for your records. Return Other 2 Copies to the City of Gatlinburg

CUSTOMER COPY

For questions or information: Call (865) 436-1405

CITY OF GATLINBURG, TENNESSEE - HOTEL/MOTEL TAX RETURN

REPORT FOR MONTH OF _____, 2010

Copy 1 - Please Return Copy 1 and 2 to City

1) GROSS RENTAL PROCEEDS for Month	
2) Less EXEMPT TRANSACTIONS (Itemize on back of each page)	
3) NET PROCEEDS (Line 1 minus Line 2)	
4) HOTEL / MOTEL TAX (3% of Line 3)	
5) PENALTY (1/2 of 1% of Line 4 for each 30 day period or portion thereof delinquent)	
6) INTEREST, if filed late, add 6% per annum of Line 4 until Paid.	
7) VENDORS COMPENSATION - Deduct 2% of Line 4 only when return and amount of tax are not delinquent at time of payment.	
8) TOTAL AMOUNT DUE (Sum of Lines 4, 5, & 6 Less Line 7)	
9) TOTAL ROOM NIGHTS AVAILABLE	
10) ROOM NIGHTS RENTED	

CITY OF GATLINBURG
 P.O. Box 5
 Gatlinburg, TN 37738

SIGNATURE _____

City Copy #1

CITY OF GATLINBURG, TENNESSEE - HOTEL/MOTEL TAX RETURN

REPORT FOR MONTH OF _____, 2010

Copy 2 - Please Return Copy 1 and 2 to City

1) GROSS RENTAL PROCEEDS for Month	
2) Less EXEMPT TRANSACTIONS (Itemize on back of each page)	
3) NET PROCEEDS (Line 1 minus Line 2)	
4) HOTEL / MOTEL TAX (3% of Line 3)	
5) PENALTY (1/2 of 1% of Line 4 for each 30 day period or portion thereof delinquent)	
6) INTEREST, if filed late, add 6% per annum of Line 4 until Paid.	
7) VENDORS COMPENSATION - Deduct 2% of Line 4 only when return and amount of tax are not delinquent at time of payment.	
8) TOTAL AMOUNT DUE (Sum of Lines 4, 5, & 6 Less Line 7)	
9) TOTAL ROOM NIGHTS AVAILABLE	
10) ROOM NIGHTS RENTED	

CITY OF GATLINBURG
 P.O. Box 5
 Gatlinburg, TN 37738

SIGNATURE _____

City Copy #2

