

**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 _____, 2012	
<b>CUSTOMER COPY</b>	
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 \_\_\_\_\_, 2012

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 \_\_\_\_\_, 2012

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**

