Mail Returns and
Remittances to:

City of Millersville
1246 Louisville Hwy
Millersville, Tennessee 37072
615 859-0880

HOTEL 2.5% OCCUPANCY TAX

Name(s) of Owner(s)_____   Hotel/Motel Name_____

State Sales Tax Account No. _____   Location _____

Telephone No. _____ No. of Rooms _____   Mailing Address _____

_____   City   State   Zip

_____   _____

Month _____ of 20_____

1. Total Number of Rooms Rented: _____

2. Gross Rental Receipts from Occupancy of Rooms: $_____

3. Taxable Receipts: $_____

4. Gross Tax Due (2.5 % multiplied by line 3): $_____

5. Operator's Compensation (deduct .005 of line 4 if tax paid by 20th of month)   : $_____

Total tax due if on time by 20th of month(enter line 5)   : $_____

COMPUTATION OF INTEREST AND PENALTY FOR DELINQUENT RETURN:

6. Interest @12% per annum $_____

7. Penalty @ 1% per month or portion of month $_____

8. Total interest and Penalty (add lines 8 and 9) $_____

9. TOTAL TAX DUE Millersville City (line 5 if NOT DELINQUENT). If delinquent, line 8 plus line 9) $_____

RETURN AND REMITTANCE MUST BE IN THE ABOVE OFFICE BY THE CLOSE OF BUSINESS ON THE 20TH DAY OF THE MONTH FOLLOWING THE MONTH ON WHICH THIS REPORT IS SUBMITTED.

Under the penalties for perjury prescribed by law, I swear (or affirm) that this return (including any related schedules, statements and/or other documents) is, to the best of my belief and knowledge, a true, correct and complete return.

Signed_____ Title _____ Date _____

INSTRUCTIONS

Line by line instructions:

1. List the total number of rooms rented during the month.

2. List room rental revenue whether or not received for the occupancy in the hotel.

3. Take the amount on line 2 and multiple it by .025

4. Multiply line 3 by 0.005

5. Subtract line 4 from line 3 if your return and remittance will made before the due date, (the 20th of the following month). If your payment is on time, go to line 11 and enter the tax due.

6. If your return is late, multiply line 4 by .12 and the number of 30 day periods late. Enter the amount of interest here.

7. If your return is late, calculate the penalty at 1% per month or portion of month. Enter the penalty calculated here.

8. Add line 6 and 7. Enter the result here. This is the total interest and penalty.

9. Add line 8 and line 3. Enter the result here. This is the total due.