

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 _____

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- | | |
|--|----------|
| 1. Total Number of Rooms Rented: | _____ |
| 2. Gross Rental Receipts from Occupancy of Rooms: | \$ _____ |
| 3. Less: Room Rentals in Excess of 90 days | \$ _____ |
| 4. Taxable Receipts: (line 2 less line 3): | \$ _____ |
| 5. Gross Tax Due (2.5 % multiplied by line 4): | \$ _____ |
| 6. Operator's Compensation (deduct .005 of line 5 if tax paid by 20 th of month): | \$ _____ |
| 7. TOTAL TAX DUE IF PAID BY 20 th OF MONTH (line 5 less line 6): | \$ _____ |

COMPUTATION OF INTEREST AND PENALTY FOR DELINQUENT RETURN:

- | | |
|--|----------|
| 8. Interest @12% per annum | \$ _____ |
| 9. Penalty @ 1% per month or portion of month | \$ _____ |
| 10. Total interest and Penalty (add lines 8 and 9) | \$ _____ |
| 11. TOTAL TAX DUE Millersville City (line 7 if NOT DELINQUENT). If delinquent, line 7 plus line 10) \$ | \$ _____ |

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. (Include multiple rentals of each room.)
2. List room rental revenue whether or not received for the occupancy in the hotel.
3. Include revenue generated by tenants that have stayed longer than 90 days and no occupancy tax has been charged or collected from them.
4. Subtract line 3 from line 2.
5. Take the amount on line 4 and multiple it by .025
6. Multiply line 5 by 0.005
7. Subtract line 6 from line 5 if your return and remittance will be 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.
8. If your return is late, multiply line 7 by .12 and the number of 30 day periods late. Enter the amount of interest here.
9. If your return is late, calculate the penalty at 1% per month or portion of month. Enter the penalty calculated here.
10. Add line 8 and 9. Enter the result here. This is the total interest and penalty.
11. Add line 10 and line 7. Enter the result here. This is the total due.