



Hotel/Motel Occupancy Excise Tax Return

Updated **JULY 2024**

NOTICE TO APPLICANTS

To avoid penalty and interest, this form must be filed and paid by the 20th of the month following the period for which the tax is due. Failure to pay by the due date will result in the imposition of penalty and interest (see line 10 & 11). If the 20th falls on a weekend or holiday, the return must be filed and paid, or postmarked, by the following business day. A return must be filed even if no tax is due. Please do not send cash by mail.

OFFICE USE ONLY

Date Postmarked or Received: _____ City of Port Wentworth Occ Tax Lic No. _____

Business Information

Return of the month _____ of 20____ Date Filed _____
Business Name _____ Daytime Telephone Number _____
Business Address _____ GA Sales Tax No. _____
Business Owner Name _____ Short Term Vacation Rental No. _____
Business Owner Address _____ Federal Tax Identification Number _____
_____ Standard Rooms Rate \$ _____
Number of Lodgings Rooms: _____ Month Collection Totals \$ _____

Monthly Collection Totals

This return includes all excise taxes collected for the City of Port Wentworth on charges to the public for lodging accommodations during the above stated month.

1. Total charges for lodgings and meeting rooms. \$ _____
 - a. Deduct charges for lodging collected by third party (List each party)

Agoda International	\$ _____
Expedia, Inc	\$ _____
Priceline	\$ _____
Hotel Tonight	\$ _____
Hopper (USA) Inc.	\$ _____
_____	\$ _____

Total Amount of Deducted Charges for lodging collected by third party \$ _____
2. Deduct charges for lodgings furnished for a period of more than 30 consecutive days. The tax due for the first 30 days; do not deduct charges for days 1-30; deduct beginning on the 31st day. \$ _____
3. Deduct charges for meeting rooms. \$ _____



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4. Deduct charges for lodging furnished to Federal, Georgia state or local government officials or employees when traveling on official business. \$ _____
5. Deduct charges for lodgings furnished as the result of destruction of the occupant's residence by fire or other casualty. \$ _____
6. Net taxable charges for lodging accommodation. \$ _____

Taxes Due

7. Total Tax Due – 8% \$ _____
8. Deduct 3% of Line 7, provided the amount due is not delinquent \$ _____
9. Total net tax payable to the City of Port Wentworth \$ _____

Late Assessments

10. Penalty - If return is postmarked after the 20th of the month in which payment is due, add 5% of Line 9 or \$5.00, whichever is greater if the failure is not more than 30 days. An additional penalty of 5% or \$5.00, whichever is greater, shall be charged for each additional 30 days or portion thereof during which the failure continues. The penalty for any single violation shall not exceed 25% or \$25.00 in the aggregate, whichever is greater. \$ _____
11. Interest - Add 1% of total tax due (Line 7) for each month, or fraction thereof, that the tax return is delinquent in addition to penalty. \$ _____

Total Amount of Tax Reported and Remitted to the City of Port Wentworth \$ _____

Make checks payable to City of Port Wentworth and forward with this report and a copy of your corresponding month's Georgia Department of Revenue and Use Sales Tax Report (Form ST-3).

Signature

Print Name

Email Address

Address

Telephone Number

Signature

Title

Date