



city of
greenville

Hospitality Tax Booklet

2% Local Hospitality Tax

January 1, 2015 – December 31, 2015

City of Greenville
P.O. Box 2207
Greenville, SC 29602

www.greenvillesc.gov

Phone: (864) 467-4543

Fax: (864) 467-5715

(864) 467-5701

December 28, 2014

Dear Business Owner:

The City of Greenville is pleased to provide you with a Hospitality Tax payment booklet for 2015. In this booklet you will find the following information:

- A list of frequently asked questions regarding the hospitality tax.
- A schedule of payments page to record your hospitality payments.
- A credit card authorization form.
- Pre-printed reporting forms for each month.
- Also please note, the 2009-86 amendment to Section 40-174 and 40-175 of the Greenville City Code in the “Greenville City Codes” section of the booklet.

We trust this booklet will be a useful tool in managing the Hospitality Taxes for your business. If you have questions concerning the Hospitality Tax program or need assistance with the reporting procedure, please contact Burella Williams, Revenue Specialist, at (864) 467-4543.

Sincerely,
Jodie Dudash
Revenue Administrator



City of Greenville, South Carolina Local Hospitality Tax Information Frequently Asked Questions

What is a local hospitality tax? The Greenville City Council authorized the levy of a two percent (2%) local hospitality tax on prepared meals and/or beverages, inclusive of alcoholic beverages, beer and wine sold in establishments effective July 1, 2001.

Does the hospitality tax reduce my business earnings? No, the hospitality tax is similar to the state sales tax in that it is a pass through to the customer. As a business owner you will charge 2% for local hospitality taxes remitted to the City of Greenville. See Section 40-172 (b) of the Greenville City Code.

*“The tax imposed by this Ordinance shall be collected from any patron when he tenders payment for his meal, food, or beverage and shall be held in trust for the benefit of the city until the same is remitted to the city Office of Management and Budget Revenue Division.” **Please note: Hospitality taxes collected from patrons should not be used as operating income for the business.***

Where does this tax money go? The city is required to deposit the funds into a local hospitality tax fund maintained separately from the general fund in accordance with state law. The city’s use of hospitality tax funds is for tourism related activities and improvements.

What is the definition of an establishment responsible for local hospitality tax collections? An establishment shall mean any business, private club, or non profit institution other than a private club which has a fixed place of operations, or uses a mobile device on a regular basis, within the city and which from that location or device sells prepared meals and/or beverages inclusive of alcoholic beverages, beer, and wine, whether for on premises consumption, take out, or delivery. As used in this definition, non profit institution shall include any medical, educational, or social service facility which makes the service of prepared meals and beverages available for sale to the public at large on a regular basis.

Which business types are required to collect and remit this money to the city? Restaurants, bars and lounges, private clubs, hotels and motels, caterers, grocery stores, convenience stores (if they sell prepared or modified foods and/or beverages) and other food service establishments.

How will this tax be remitted to the City of Greenville? The hospitality tax collected shall be remitted to the city on the reporting form provided in this booklet. The forms must be postmarked by the 20th day of the month following the closing date of the period for which the tax payment is to be remitted. For example, taxes collected in January 2015 must be postmarked by February 20, 2015.

The tax must be remitted:

- On a monthly basis when the estimated amount of tax is more than \$50.00 a month. The closing date is the last day of the month.
- On a quarterly basis when the estimated amount of tax is \$25.00 to \$50.00 per month. The closing dates are the last days of the months of March 2015, June 2015, September 2015 and December 2015.
- On an annual basis when the estimated amount of average tax is less than \$25.00 a month. The closing date is the last day of December 2015.

What is considered a prepared meal? A prepared meal would be any food and/or beverage, inclusive of alcoholic beverages, beer and wine, prepared or modified by an establishment which at the time of sale is ready for consumption by members of the public, regardless of the actual quantity, presentation, or packaging, without regard to the time of day of the sale.

What sales are affected by the Local Hospitality Tax?

Restaurants/Bars/Lounges/Private Clubs/Hotels/Motels/Caterers:

All food and/or beverage sales including alcoholic beverages.

Convenience Stores, Grocery Stores, and Other Food Service Establishments:

All food and/or beverage sales prepared, modified and ready for consumption.

Some examples are:

Heated foods (muffins, bagels, etc.)

Oven ready pizzas (including the sale of individual slices)

Nachos, hot dogs, sandwiches made to order or made in advance

Oven fried or rotisserie chicken

Hot and cold side items (e.g., vegetables, macaroni and cheese, mashed potatoes, potato salad, cole slaw etc...)

Fountain drinks, frozen drinks dispensed from a fountain machine (e.g., smoothies), coffee, tea, hot chocolate, cappuccino

Ice cream dipped or prepared in parlors, frozen yogurt

Doughnuts, pastries, and other bakery items which are prepared or modified

Prepared sandwiches and salads

Foods and beverages prepared for catering

Bulk or cold deli products “repackaged” for household consumption

Party Platters

These items are EXEMPT from the Local Hospitality Tax:

Canned or bottled drinks

Pre-packaged foods – not prepared or modified

Bags of chips, pretzels, nuts, candy or other pre-packaged snack food items

Any alcohol, including beer and wine, that is sold in cans or bottles and is not intended for consumption on the premises

Whole fruit consolidated into a basket

What happens if my hospitality tax form is postmarked after the 20th day following my closing period? Returns with a **U.S. mail postmark date (not metered date)** on or before the date due are considered as timely filed. If the 20th day of the month falls on a Saturday, Sunday, postal service holiday or city holiday, then payments postmarked or made at the city’s Office of Management and Budget, Revenue Division (4th floor) on the next business day will be accepted as timely filed. A 5% late fee is imposed on the unpaid tax for each month, or portion thereof, after the due date until paid. Businesses that are delinquent more than two times in a calendar year, the late fee will increase from 5% to 10% of the unpaid amount for each month, or portion thereof, after the due date until paid. The 10% late fee will remain in effect for the remainder of the calendar year on all delinquent payments.

Can I pay my hospitality taxes with a credit card? Yes. Please complete the credit card authorization form (included in this booklet) and mail or fax it to our office. You will need to submit the credit card form every time you choose to pay with a credit card. Please note: The hospitality tax reporting form must be completed and submitted to the Revenue Division before the charge will be processed.

Where should I send my hospitality tax payments? The reporting form and payment should be delivered or mailed to:

City of Greenville
Revenue Division, 4th Floor
PO Box 2207
Greenville, SC 29602
Attn: Burella Williams – Revenue Specialist

What happens if I lose my booklet? If you lose your booklet please visit our website at www.greenvillesc.gov and download the forms for the remainder of the year or contact Burella Williams, Revenue Specialist at (864) 467-4543. Booklets will be mailed to businesses each January.

How long do I need to keep my records? Every business required to remit taxes shall maintain books and records showing the taxes due for a period of five years after the tax is due. The Director of the Office of Management and Budget, or his/her designee, shall have access to these books and records to assure compliance with the city code.

What happens if I fail to make the required hospitality tax payments? Local hospitality taxes remaining unpaid after the due date will be sent a Notification of Hospitality Tax Violation. The city may proceed with all available procedures under the law including, but is not limited to, a Municipal Summons to appear in Municipal Court, and/or revocation of an establishment’s business license. See Section 8-43 (b) (5) and Section 40-175 of the Greenville City Code.

“A [business] license application under this article may be denied, or an issued [business] license may be suspended or revoked upon the following grounds. . . Failure to pay municipal taxes or fees applicable to the premises or business operations when due, including but not limited to personal and real property taxes, hospitality taxes, accommodation fees and accommodation taxes, property assessments, sewer fees, stormwater fees, and fire alarm and false alarm fees;” Section 8-43 (b) (5)

*“It shall be unlawful to fail to pay the taxes required by this article. **If any tax due under this article remains unpaid after its due date, the city may proceed with all available procedures under the law, including, but not limited to, issuance of ordinance summons or enforcements through the municipal court or the revocation of the establishment’s business license.** Enforcement by a civil action in the court of common pleas shall entitle the city to the recovery of attorney fees and costs of action. The failure to collect from patrons the amount imposed by this article shall not relieve any establishment subject to this article from making the required remittance. Furthermore, punishment for violation shall not relieve the offender of liability for delinquent amounts, penalties, and costs provided for herein.” Section 40-175; please refer to the 2009-86 ordinance amendment in the “Greenville City Codes” section.*

If I own more than one business that is required to remit hospitality taxes, do I have to send a separate check for each location? No, one check for all locations will be acceptable. However, please submit a separate hospitality tax form for each location, and mail the check and forms together.

If you have additional questions, please contact Burella Williams, Revenue Specialist-Revenue Division at (864) 467-4543.



**City of Greenville
Hospitality Tax
Summary of Payments**

<u>Taxes Collected During Month</u>	<u>Postmarked by Due Date</u>	<u>Amount Paid</u>	<u>Check Number</u>
January 2015	February 20, 2015		
February 2015	March 20, 2015		
March 2015	April 20, 2015		
April 2015	May 20, 2015		
May 2015	June 20, 2015		
June 2015	July 20, 2015		
July 2015	August 20, 2015		
August 2015	September 20, 2015		
September 2015	October 20, 2015		
October 2015	November 20, 2015		
November 2015	December 20, 2015		
December 2015	January 20, 2016		



**City of Greenville
Hospitality Tax
Credit Card Authorization Form**

Please print the following information:

Business Name: _____

Credit Card Holder Name: _____

Full Mailing Address of Cardholder: _____

Credit Card Number: _____

Expiration Date and Security Code: _____

Credit Card Type (check one) Mastercard Discover Visa

Signature of Cardholder: _____

Daytime Phone Number: _____

- Please mail or fax this form to the City if you would like to pay hospitality taxes with your credit card. We charge your credit card only if your hospitality tax form is marked accordingly.
- You may either fax or mail in your completed hospitality tax reporting form for the month you would like charged to this credit card. **We must have the completed hospitality tax reporting form in order to process the payment.**
- You should submit this form every time you choose to pay with a credit card.
- The fax number is (864) 467-5715 Attention: Burella Williams – Revenue Specialist
- The mailing address is:
City of Greenville
Revenue Division, 4th Floor
PO Box 2207
Greenville, SC 29602
Attn: Burella Williams – Revenue Specialist



City of Greenville, South Carolina Local Hospitality Tax Reporting Form

Mail to: City of Greenville, Hospitality, 4th Floor, Post Office Box 2207, Greenville, SC 29602

Hospitality Sales Tax Form for Month: **January 2015**

Business Name: _____ Physical Location: _____
Mailing Address: _____ Fed. ID or SS #: _____
City: _____ Contact Name: _____
State, Zip: _____ Contact Phone: _____ (Print)
Basis of Tax Remittance: (Please check one) _____ Monthly _____ Quarterly _____ Annually

Computation of Hospitality Tax

1. Gross Sales of Food and/or Beverages 1. \$ _____
2. Gross Sales: _____ X 2% (.02) 2. _____
From Line 1 (Hospitality Tax)
3. Late Fee per month if not paid by due date
_____ X 5% (.05) X _____ 3. _____
H Tax From Line 2 Number of months late (Late Fee)
4. Total Local Hospitality Tax Due to City of Greenville 4. \$ _____
(Line 2 +Line 3) (Total Due)

Important: Under City Code Article V Section 40-175, city hospitality taxes that remain unpaid after the due date will be subject to all available procedures under the law including but not limited to ordinance summons and/or business license revocation. Please refer to the 2009-86 ordinance amendment in the "Greenville City Codes" section.

I certify that all the information stated above is true and accurate to the best of my knowledge and belief.

Taxpayer Signature & Title _____ Date _____
Please Print Name & Title _____

Credit Card Payment

Authorization to charge (signature) _____
Amount to charge \$ _____ Authorization Form submitted ____ Yes ____ No

Please Note: Separate Credit Card Authorization Form must be submitted to pay hospitality taxes with a credit card.

For Office _____ Partial Payment License Number _____
Use Only _____ Assess Late Fee Postmark Date _____



City of Greenville, South Carolina Local Hospitality Tax Reporting Form

Mail to: City of Greenville, Hospitality, 4th Floor, Post Office Box 2207, Greenville, SC 29602

Hospitality Sales Tax Form for Month: **February 2015**

Business Name: _____ Physical Location: _____
Mailing Address: _____ Fed. ID or SS #: _____
City: _____ Contact Name: _____
State, Zip: _____ Contact Phone: _____ (Print)
Basis of Tax Remittance: (Please check one) _____ Monthly _____ Quarterly _____ Annually

Computation of Hospitality Tax

1. Gross Sales of Food and/or Beverages 1. \$ _____
2. Gross Sales: _____ X 2% (.02) 2. _____
From Line 1 (Hospitality Tax)
3. Late Fee per month if not paid by due date
_____ X 5% (.05) X _____ 3. _____
H Tax From Line 2 Number of months late (Late Fee)
4. Total Local Hospitality Tax Due to City of Greenville 4. \$ _____
(Line 2 + Line 3) (Total Due)

Important: Under City Code Article V Section 40-175, city hospitality taxes that remain unpaid after the due date will be subject to all available procedures under the law including but not limited to ordinance summons and/or business license revocation. Please refer to the 2009-86 ordinance amendment in the "Greenville City Codes" section.

I certify that all the information stated above is true and accurate to the best of my knowledge and belief.

Taxpayer Signature & Title _____ Date _____
Please Print Name & Title _____

Credit Card Payment

Authorization to charge (signature) _____
Amount to charge \$ _____ Authorization Form submitted ____ Yes ____ No

Please Note: Separate Credit Card Authorization Form must be submitted to pay hospitality taxes with a credit card.

For Office _____ Partial Payment License Number _____
Use Only _____ Assess Late Fee Postmark Date _____



City of Greenville, South Carolina Local Hospitality Tax Reporting Form

Mail to: City of Greenville, Hospitality, 4th Floor, Post Office Box 2207, Greenville, SC 29602

Hospitality Sales Tax Form for Month: **March 2015**

Business Name: _____ Physical Location: _____
Mailing Address: _____ Fed. ID or SS #: _____
City: _____ Contact Name: _____
State, Zip: _____ Contact Phone: _____ (Print)
Basis of Tax Remittance: (Please check one) _____ Monthly _____ Quarterly _____ Annually

Computation of Hospitality Tax

1. Gross Sales of Food and/or Beverages 1. \$ _____
2. Gross Sales: _____ X 2% (.02) 2. _____
From Line 1 (Hospitality Tax)
3. Late Fee per month if not paid by due date
_____ X 5% (.05) X _____ 3. _____
H Tax From Line 2 Number of months late (Late Fee)
4. Total Local Hospitality Tax Due to City of Greenville 4. \$ _____
(Line 2 + Line 3) (Total Due)

Important: Under City Code Article V Section 40-175, city hospitality taxes that remain unpaid after the due date will be subject to all available procedures under the law including but not limited to ordinance summons and/or business license revocation. Please refer to the 2009-86 ordinance amendment in the "Greenville City Codes" section.

I certify that all the information stated above is true and accurate to the best of my knowledge and belief.

Taxpayer Signature & Title _____ Date _____
Please Print Name & Title _____

Credit Card Payment

Authorization to charge (signature) _____
Amount to charge \$ _____ Authorization Form submitted ____ Yes ____ No

Please Note: Separate Credit Card Authorization Form must be submitted to pay hospitality taxes with a credit card.

For Office _____ Partial Payment License Number _____
Use Only _____ Assess Late Fee Postmark Date _____



City of Greenville, South Carolina Local Hospitality Tax Reporting Form

Mail to: City of Greenville, Hospitality, 4th Floor, Post Office Box 2207, Greenville, SC 29602

Hospitality Sales Tax Form for Month: **April 2015**

Business Name: _____ Physical Location: _____
Mailing Address: _____ Fed. ID or SS #: _____
City: _____ Contact Name: _____
State, Zip: _____ Contact Phone: _____ (Print)
Basis of Tax Remittance: (Please check one) _____ Monthly _____ Quarterly _____ Annually

Computation of Hospitality Tax

1. Gross Sales of Food and/or Beverages 1. \$ _____
2. Gross Sales: _____ X 2% (.02) 2. _____
From Line 1 (Hospitality Tax)
3. Late Fee per month if not paid by due date
_____ X 5% (.05) X _____ 3. _____
H Tax From Line 2 Number of months late (Late Fee)
4. Total Local Hospitality Tax Due to City of Greenville 4. \$ _____
(Line 2 +Line 3) (Total Due)

Important: Under City Code Article V Section 40-175, city hospitality taxes that remain unpaid after the due date will be subject to all available procedures under the law including but not limited to ordinance summons and/or business license revocation. Please refer to the 2009-86 ordinance amendment in the "Greenville City Codes" section.

I certify that all the information stated above is true and accurate to the best of my knowledge and belief.

Taxpayer Signature & Title _____ Date _____
Please Print Name & Title _____

Credit Card Payment

Authorization to charge (signature) _____
Amount to charge \$ _____ Authorization Form submitted ____ Yes ____ No

Please Note: Separate Credit Card Authorization Form must be submitted to pay hospitality taxes with a credit card.

For Office _____ Partial Payment License Number _____
Use Only _____ Assess Late Fee Postmark Date _____



City of Greenville, South Carolina Local Hospitality Tax Reporting Form

Mail to: City of Greenville, Hospitality, 4th Floor, Post Office Box 2207, Greenville, SC 29602

Hospitality Sales Tax Form for Month: **May 2015**

Business Name: _____ Physical Location: _____
Mailing Address: _____ Fed. ID or SS #: _____
City: _____ Contact Name: _____
State, Zip: _____ Contact Phone: _____ (Print)
Basis of Tax Remittance: (Please check one) _____ Monthly _____ Quarterly _____ Annually

Computation of Hospitality Tax

1. Gross Sales of Food and/or Beverages 1. \$ _____
2. Gross Sales: _____ X 2% (.02) 2. _____
From Line 1 (Hospitality Tax)
3. Late Fee per month if not paid by due date
_____ X 5% (.05) X _____ 3. _____
H Tax From Line 2 Number of months late (Late Fee)
4. Total Local Hospitality Tax Due to City of Greenville 4. \$ _____
(Line 2 + Line 3) (Total Due)

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I certify that all the information stated above is true and accurate to the best of my knowledge and belief.

Taxpayer Signature & Title _____ Date _____
Please Print Name & Title _____

Credit Card Payment

Authorization to charge (signature) _____
Amount to charge \$ _____ Authorization Form submitted ____ Yes ____ No

Please Note: Separate Credit Card Authorization Form must be submitted to pay hospitality taxes with a credit card.

For Office _____ Partial Payment License Number _____
Use Only _____ Assess Late Fee Postmark Date _____



City of Greenville, South Carolina Local Hospitality Tax Reporting Form

Mail to: City of Greenville, Hospitality, 4th Floor, Post Office Box 2207, Greenville, SC 29602

Hospitality Sales Tax Form for Month: **June 2015**

Business Name: _____ Physical Location: _____
Mailing Address: _____ Fed. ID or SS #: _____
City: _____ Contact Name: _____
State, Zip: _____ Contact Phone: _____ (Print)
Basis of Tax Remittance: (Please check one) _____ Monthly _____ Quarterly _____ Annually

Computation of Hospitality Tax

1. Gross Sales of Food and/or Beverages 1. \$ _____
2. Gross Sales: _____ X 2% (.02) 2. _____
From Line 1 (Hospitality Tax)
3. Late Fee per month if not paid by due date
_____ X 5% (.05) X _____ 3. _____
H Tax From Line 2 Number of months late (Late Fee)
4. Total Local Hospitality Tax Due to City of Greenville 4. \$ _____
(Line 2 + Line 3) (Total Due)

Important: Under City Code Article V Section 40-175, city hospitality taxes that remain unpaid after the due date will be subject to all available procedures under the law including but not limited to ordinance summons and/or business license revocation. Please refer to the 2009-86 ordinance amendment in the "Greenville City Codes" section.

I certify that all the information stated above is true and accurate to the best of my knowledge and belief.

Taxpayer Signature & Title _____ Date _____
Please Print Name & Title _____

Credit Card Payment

Authorization to charge (signature) _____
Amount to charge \$ _____ Authorization Form submitted ____ Yes ____ No

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For Office _____ Partial Payment License Number _____
Use Only _____ Assess Late Fee Postmark Date _____



City of Greenville, South Carolina Local Hospitality Tax Reporting Form

Mail to: City of Greenville, Hospitality, 4th Floor, Post Office Box 2207, Greenville, SC 29602

Hospitality Sales Tax Form for Month: **July 2015**

Business Name: _____ Physical Location: _____
Mailing Address: _____ Fed. ID or SS #: _____
City: _____ Contact Name: _____
State, Zip: _____ Contact Phone: _____ (Print)
Basis of Tax Remittance: (Please check one) _____ Monthly _____ Quarterly _____ Annually

Computation of Hospitality Tax

1. Gross Sales of Food and/or Beverages 1. \$ _____
2. Gross Sales: _____ X 2% (.02) 2. _____
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H Tax From Line 2 Number of months late (Late Fee)
4. Total Local Hospitality Tax Due to City of Greenville 4. \$ _____
(Line 2 +Line 3) (Total Due)

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Taxpayer Signature & Title _____ Date _____
Please Print Name & Title _____

Credit Card Payment

Authorization to charge (signature) _____
Amount to charge \$ _____ Authorization Form submitted ____ Yes ____ No

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Use Only _____ Assess Late Fee Postmark Date _____



City of Greenville, South Carolina Local Hospitality Tax Reporting Form

Mail to: City of Greenville, Hospitality, 4th Floor, Post Office Box 2207, Greenville, SC 29602

Hospitality Sales Tax Form for Month: **August 2015**

Business Name: _____ Physical Location: _____
Mailing Address: _____ Fed. ID or SS #: _____
City: _____ Contact Name: _____
State, Zip: _____ Contact Phone: _____ (Print)
Basis of Tax Remittance: (Please check one) _____ Monthly _____ Quarterly _____ Annually

Computation of Hospitality Tax

1. Gross Sales of Food and/or Beverages 1. \$ _____
2. Gross Sales: _____ X 2% (.02) 2. _____
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4. Total Local Hospitality Tax Due to City of Greenville 4. \$ _____
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Taxpayer Signature & Title _____ Date _____
Please Print Name & Title _____

Credit Card Payment

Authorization to charge (signature) _____
Amount to charge \$ _____ Authorization Form submitted ____ Yes ____ No

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Use Only _____ Assess Late Fee Postmark Date _____



City of Greenville, South Carolina Local Hospitality Tax Reporting Form

Mail to: City of Greenville, Hospitality, 4th Floor, Post Office Box 2207, Greenville, SC 29602

Hospitality Sales Tax Form for Month: **September 2015**

Business Name: _____ Physical Location: _____
Mailing Address: _____ Fed. ID or SS #: _____
City: _____ Contact Name: _____
State, Zip: _____ Contact Phone: _____ (Print)
Basis of Tax Remittance: (Please check one) _____ Monthly _____ Quarterly _____ Annually

Computation of Hospitality Tax

1. Gross Sales of Food and/or Beverages 1. \$ _____
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I certify that all the information stated above is true and accurate to the best of my knowledge and belief.

Taxpayer Signature & Title _____ Date _____
Please Print Name & Title _____

Credit Card Payment

Authorization to charge (signature) _____
Amount to charge \$ _____ Authorization Form submitted ____ Yes ____ No

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Use Only _____ Assess Late Fee Postmark Date _____



City of Greenville, South Carolina Local Hospitality Tax Reporting Form

Mail to: City of Greenville, Hospitality, 4th Floor, Post Office Box 2207, Greenville, SC 29602

Hospitality Sales Tax Form for Month: **October 2015**

Business Name: _____ Physical Location: _____
Mailing Address: _____ Fed. ID or SS #: _____
City: _____ Contact Name: _____
State, Zip: _____ Contact Phone: _____ (Print)
Basis of Tax Remittance: (Please check one) _____ Monthly _____ Quarterly _____ Annually

Computation of Hospitality Tax

1. Gross Sales of Food and/or Beverages 1. \$ _____
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I certify that all the information stated above is true and accurate to the best of my knowledge and belief.

Taxpayer Signature & Title _____ Date _____
Please Print Name & Title _____

Credit Card Payment

Authorization to charge (signature) _____
Amount to charge \$ _____ Authorization Form submitted ____ Yes ____ No

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For Office _____ Partial Payment License Number _____
Use Only _____ Assess Late Fee Postmark Date _____



City of Greenville, South Carolina Local Hospitality Tax Reporting Form

Mail to: City of Greenville, Hospitality, 4th Floor, Post Office Box 2207, Greenville, SC 29602

Hospitality Sales Tax Form for Month: **November 2015**

Business Name: _____ Physical Location: _____
Mailing Address: _____ Fed. ID or SS #: _____
City: _____ Contact Name: _____
State, Zip: _____ Contact Phone: _____ (Print)
Basis of Tax Remittance: (Please check one) _____ Monthly _____ Quarterly _____ Annually

Computation of Hospitality Tax

1. Gross Sales of Food and/or Beverages 1. \$ _____
2. Gross Sales: _____ X 2% (.02) 2. _____
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I certify that all the information stated above is true and accurate to the best of my knowledge and belief.

Taxpayer Signature & Title _____ Date _____
Please Print Name & Title _____

Credit Card Payment

Authorization to charge (signature) _____
Amount to charge \$ _____ Authorization Form submitted ____ Yes ____ No

Please Note: Separate Credit Card Authorization Form must be submitted to pay hospitality taxes with a credit card.

For Office _____ Partial Payment License Number _____
Use Only _____ Assess Late Fee Postmark Date _____



City of Greenville, South Carolina Local Hospitality Tax Reporting Form

Mail to: City of Greenville, Hospitality, 4th Floor, Post Office Box 2207, Greenville, SC 29602

Hospitality Sales Tax Form for Month: **December 2015**

Business Name: _____ Physical Location: _____
Mailing Address: _____ Fed. ID or SS #: _____
City: _____ Contact Name: _____
State, Zip: _____ Contact Phone: _____ (Print)
Basis of Tax Remittance: (Please check one) _____ Monthly _____ Quarterly _____ Annually

Computation of Hospitality Tax

1. Gross Sales of Food and/or Beverages 1. \$ _____
2. Gross Sales: _____ X 2% (.02) 2. _____
From Line 1 (Hospitality Tax)
3. Late Fee per month if not paid by due date
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4. Total Local Hospitality Tax Due to City of Greenville 4. \$ _____
(Line 2 + Line 3) (Total Due)

Important: Under City Code Article V Section 40-175, city hospitality taxes that remain unpaid after the due date will be subject to all available procedures under the law including but not limited to ordinance summons and/or business license revocation. Please refer to the 2009-86 ordinance amendment in the "Greenville City Codes" section.

I certify that all the information stated above is true and accurate to the best of my knowledge and belief.

Taxpayer Signature & Title _____ Date _____
Please Print Name & Title _____

Credit Card Payment

Authorization to charge (signature) _____
Amount to charge \$ _____ Authorization Form submitted ____ Yes ____ No

Please Note: Separate Credit Card Authorization Form must be submitted to pay hospitality taxes with a credit card.

For Office _____ Partial Payment License Number _____
Use Only _____ Assess Late Fee Postmark Date _____