TOWN OF CHILHOWIE

Mayor: Gary L. Heninger
Council: Billy L. Clear
Shannon Donnelly
J. Brent Foster
Bob Jeter
Julie Sturgill
P.J. Wolfe

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Town Manager: Brian Martin
Clerk-Treasurer: Felicia C. Eller
Police Chief: Andrew K. Moss
Director-Public Works: Tyler Keen
Fire /EMS Chief: C. David Haynes
Building Official: C. David Haynes
Wastewater Operations: Luke A. Lowe
Water Operations: Don Cole, II
Recreation/Special Events Coordinator: Stephen Fields
Buildings, Streets, & Grounds: Christopher Johnson
Legal: Cassell & Crewe, P.C.

LODGING TAX MONTHLY REPORT

FOR THE MONTH OF _____20__

BUSINESS NAME AND ADDRESS

1. LODGING CHARGES SUBJECT TO TAX _____
2. TAX ON LODGING AT 5% OF (1) _____
3. LESS 5% OF TAX (2) COLLECTION FEE _____
4. TOTAL TAX DUE: (2) LESS (3) _____
5. PENALTY (10% OF TAX DUE) _____
6. INTEREST TO DATE (10% PER ANNUM) _____

TOTAL DUE IF PAID AFTER DUE DATE _____

MAKE CHECKS PAYABLE TO: TOWN OF CHILHOWIE

INSTRUCTIONS AND INFORMATION OF REVERSE SIDE

SIGNATURE OF BUSINESS REPRESENTATIVE _____

1. **WHO MUST PAY TAX - Any person receiving taxable lodging charges must collect the tax from the person paying such charges.**

2. **RATE OF TAXATION - A person as defined in the ordinance shall collect a tax of 5% of the charges made from any person for which a room rental charge is made.**

3. **TIME AND MANNER OF PAYMENT - Remittance covering taxes collected less 5% of taxes collected for any calendar month shall be made to the Town Treasurer on or before the 20th of the month following the month taxes are collected.**

4. **PENALTIES - The Treasurer shall add to the tax a penalty of 10% of the tax plus interest on tax and penalty until paid. Penalty shall commence from the date such taxes are due and payable. Interest shall begin to accrue on the first day of the month next following the month in which such taxes are due.**

5. **RECORDS - Every person liable for the collection and payment of taxes shall keep and preserve for a period of four years suitable records as may be necessary to determine such tax.**