



Jodie Rhea, Tax Administrator
Bertie County Tax Department
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Bertie County Occupancy Tax Monthly Remittance Form

Instructions for Sales/Tax Portion

- Line 1: Enter the gross sales amount from the room/unit rentals and other taxable fees/services for the applicable month, located at the bottom of the Room Occupancy Tax Report.
- Line 2: Enter the total sales on which a third party has collected and remitted occupancy tax. For example: any AirBnB sales would be entered here.
- Line 3: Enter the total of line 1 minus line 2.
- Line 4: This shows the current occupancy tax rate for the County
- Line 5: Multiply line 3 by the rate on line 4.
- Line 6: Enter any adjustments such as penalties owed, credits from prior overpayments, etc. This line will remain blank in most cases.
- Line 7: Total lines 5 and 6. This total is the amount due to the County.

Sign and date the form before remitting a copy of the form with your check or money order to Bertie County Tax Department.

Payments and forms can be delivered in person to the Tax Department at 106 Dundee Street, or mailed to Bertie County Tax Department at PO Boc 527, Windsor, NC 27983