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## ROOM OCCUPANCY TAX REPORT

This form is to be remitted and taxes paid by the **20<sup>th</sup>** of each month following the month in which the tax accrues to avoid penalties. Payments and forms can be delivered in person to the Bertie County Tax Department at: 106 Dundee Street, Windsor, or mailed to Bertie County Tax Department at PO Box 527, Windsor, NC 27983.

Report for the month of: _____	<input type="checkbox"/> No sales subject to Occupancy Tax this period
Account # _____	(1) Gross Sales for the month: _____
Business/Owner Name _____	(2) Less sales that a 3 <sup>rd</sup> party has collected/remitted occupancy tax on: _____
Property Name/Location _____	
Mailing Address _____	(3) Total gross receipts subject to Occupancy tax ( (1)-(2) ): _____
Signature _____	(4) Occupancy tax rate: _____ <u>6</u>
Date: _____	(5) Occupancy tax due: _____
Print Name: _____	(6) Applicable adjustments (penalties, credits, etc): _____
Phone #: _____	(7) Total Remitted: _____

The Bertie County Occupancy Tax is currently 6% of the gross receipts derived from the rental of any room, lodging or similar place within the County subject to sales tax under NCGS 105-164.4(a)(3).

Applicable penalties are defined by NCGS 105-236(a)(3)-(4).

- 1) Failure to file the return on the date it is due will result in a penalty equal to **5%** of the amount of the tax if the failure is for no more than one month, with an additional 5% for each month, or fraction thereof, during which the failure continues, not exceeding 25% in aggregate.
- 2) Failure to pay tax when due, without intent to evade the tax, will result in a penalty equal to **2%** of the amount of the tax if the failure is for no more than one month, with an additional 2% for each additional month, or fraction thereof, during which the failure continues, not exceeding 10% in aggregate.

Remittance should be made by check or money order, payable to Bertie County Tax Department.

Please see instructions on the next page for assistance in completing the sale/tax portion of this form.