

CITY OF TOWNSEND FINANCE DEPARTMENT

123 Tiger Dr., 307
Townsend, Tennessee 37882
(865) 448-6886



IMPORTANT

This return must be filed by the 20th of the month following the month for which the tax is due to avoid penalties. The return should be prepared on a computer or filled out plainly with ink. To prepare on your computer save this form to your desktop and then open it with Adobe Acrobat. Fill it out and save it on your desktop again, print, sign and submit.

Taxpayers must file returns even though no tax is due to the Finance Department.

Business Name and Address

Account Number _____
Receipt Number _____
Phone Number _____

HOTEL AND MOTEL TRANSIENT OCCUPANCY TAX

Report for Calendar Month: _____ Total Rooms for Rent: _____

- 1. Gross Rent for Occupancy of Rooms \$ _____
- 2. Deductions for Permanent Residents of 30 continuous days or more (read definition on addendum carefully) \$ _____
- 3. Net Taxable Rents: Line 1 minus Line 2 \$ _____
- 4. Tax Due: 3% of Line 3 \$ _____

5. COMPUTATION OF INTEREST & PENALTY FOR LATE REPORT

(a) Interest @ 6% Per Annum \$ _____

(b) Penalty @ 1% Per Month \$ _____
or fraction thereof

(c) Total Interest & Penalty \$ _____

6. TOTAL TAX AND PENALTY DUE (Lines 4 plus 5 (c)) \$ _____
\$ _____

7. Amount Paid with this Return \$

MAKE CHECK OR MONEY ORDER PAYABLE TO: CITY OF TOWNSEND

I declare under penalty of perjury that this return (including any accompanying statements) has been examined by me and to the best of my knowledge and belief, it is a true, correct and complete return.

Signed: _____ Title: _____ Date: _____
(Owner, President, Partner, or Authorized Representative)