



## **Instructions**

Returns will be prepared and submitted as follows:

- A. The Return will show all receipts from the rental of sleeping rooms and lodging for the calendar month.
- B. The Return, together with payments due, will be submitted to the Office of the Finance Office on or before the 20<sup>th</sup> day of the month following the month in which the tax accrues. A return will be submitted even in the event that no tax is due. Do not send cash.
- C. The Return may be submitted in person to the Office of the Finance Officer or may be submitted by mail addressed to the Finance Officer, Yadkin County. The Return will be deemed received upon delivery in person or on the date shown in the U.S. Postal Service postmark on the envelope in which the Return is enclosed.
- D. Occupancy taxes, to include any penalties for late filing must be paid on all rentals until such a time as a rental exceeds ninety (90) days and such rental was made under a written contract reserving lodging for a period greater than 90 days. When such a rental does in fact exceed 90 days, the taxpayer is entitled to and may apply the amount of tax (excluding penalties) previously paid for such rental (i.e., amounts paid before the 91<sup>st</sup> day was reached) against any occupancy taxes that become subsequently due. This is intended to allow the taxpayer to refund such amounts to the lodgers out of monies that would otherwise be paid as taxes. Accordingly, to effectuate that result, the return will contain the following data:
  1. Total number of rooms available for rent for the month.
  2. Total number of room nights sold for the month.
  3. Receipts for the month from all rentals of sleeping rooms and other lodging, not including the amount of state sales tax or occupancy tax charged.
  4. Receipts for the month from rentals under written contract with the same person for a period of 90 consecutive days or more, if during the month the period occupancy under such contract exceeded 90 days. By written contract is meant one or more documents, which may be a registration form or registration form or similar record, showing in writing the identity of the contracting parties, the nature and identity of the lodging being rented (room number, for example) of the contract, and the period of stay reserved by beginning and ending date.
  5. The amount of line 3 less the amount of line 4.
  6. The amount of line 5 multiplied by the tax rate of 6%.
  7. The amount of occupancy tax previously paid on receipts from rentals not exceeding 90 days if such rentals were under written contract with the same person for a period exceeding 90 days.
  8. The amount in line 6 less the amount in line 7.
  9. The amount of any penalty due for failure to submit this or a previous return on time will be the greater of \$5 or 10% of Room Occupancy Tax Due after the 20<sup>th</sup> of the month following the month for which the return is due until and including the day before payment is made.
  10. The amount in line 8 plus the amount in line 9. This is the amount to be remitted with the return.

### **RETURNED CHECK PENALTIES**

The penalty for giving in payment of taxes a check that is returned because of insufficient funds or nonexistence of an account of the drawer will be ten dollars (\$10.00) per day until paid in full by cash, certified check or money order. In addition, pursuant to N.C. General Statute 25-3-512, there will be a twenty-five dollar (\$25.00) processing fee.

Administrative policies, rules, regulations and procedures for the assessment and collection of this tax are available from the Finance Officer, Yadkin County by calling (336) 679-4338.