DeKalb County
GEORGIA

Department of Planning & Sustainability
Division of Business Licensing
330 Ponce De Leon Ave., Decatur, GA 30030
(404) 371-2461

HOTEL MOTEL EXCISE TAX REPORTING FORM

Business Mailing Address:
_____
_____

Business Physical Address:
_____
_____

Business Name:_____

Business Number:_____
Excise Number: _____
Year Reported: _____
Month Reported: _____

ALL SECTIONS OF THIS FORM MUST BE FULLY COMPLETED AND THE FORM FILED EVEN THOUGH NO TAX MAY BE DUE.

A. Total number of rooms occupied during this month _____

B. Total exempt rooms _____

C. Total rooms available this month (# of rooms times # of days in month) _____

D. Occupany percentage (Section A divided by section C) _____

E. Average daily room rate for the month _____

1. Gross room rentals $ _____
2. Less permanent guest rentals $ _____
3. Taxable room rentals (Line 2 - Line 1) $ _____
4. Tax: 8% of Line 3 $ _____
5. Penalty: 10% of Line 4 if past due 25% if fraud or intent to evade $ _____
6. Interest: 1% per month or portion of a month of Line 4 $ _____
7. Ontime Payment Discount: Subtract 3% of Line 4 (Only on timely returns) $ _____
8. Unpaid Fees $ _____
9. Total Amount Due $ _____

This return and payment of the taxes collected during the month shown above are due by the 20th day of the next month to avoid a late payment penalty and interest charges.

I hereby certify that the statements made herein and on any supporting documents are true, correct, and complete to the best on my knowledge.

_____ _____ _____
Print Name of Preparer Signature of Preparer Date

PLEASE MAKE A COPY FOR YOUR FILE AND RETURN THE ORIGINAL WITH YOUR PAYMENTS.

Note: Incomplete forms will be returned to you to be fully completed.

Email Form to: Excisetax@dekalbcountyga.gov (allow up to 5 days for fees to post to account for Online payment)

Make payment Online at: https://dekalbga-ws01.cloud.infor.com/IPSProdDP/Views/AgencyLogin.aspx or

Make check payable to: DeKalb County Revenue and License

Mail Check and Form to: Department of Planning & Sustainability Division of Business Licensing
PO Box 100020
Decatur, GA 30031-7020

Scan Below