



# City of Lancaster HOSPITALITY TAX RETURN

Mail This Form and Check To:

City of Lancaster  
Hospitality Tax  
PO Box 1149  
Lancaster, SC 29721-1149

LICENSE NUMBER \_\_\_\_\_  
PREMISES \_\_\_\_\_

ATTENTION \_\_\_\_\_  
BUSINESS NAME \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
CITY ST ZIP \_\_\_\_\_

Reporting Period:  
\_\_\_\_\_ - \_\_\_\_\_

**TAX DUE DATE:**  
**20<sup>th</sup> Day of Each Month**

A 5% penalty will be added to  
payments received after the due date.\*

**COMPLETE, SIGN, AND RETURN THIS FORM EACH MONTH EVEN IF NO TAX IS DUE!**

If you use a tax or other accounting service, it is **YOUR** responsibility to forward this **CURRENT** form to them **EACH MONTH!**

1.	<b>Gross Receipts</b> (Gross Receipts from sale of prepared food and beverages - DO NOT ROUND)	\$
2.	<b>Hospitality Tax Due</b> (Multiply Gross Receipts times .02 - DO NOT ROUND)	\$
3.	<b>Balance Due From Previous Reporting Period(s)</b>	\$
4.	<b>Penalty Amount Due</b> (Multiply unpaid amount times .05 for EACH month or PORTION thereof)*	\$
5.	<b>Enter Total Amount Submitted</b>	\$

ENTER  
CHECK  
NUMBER

\*The 5% penalty is applied to the unpaid amount for each calendar month, or portion thereof, after the Due Date until paid.

Taxpayer Signature <b>(REQUIRED)</b>	Telephone Number <b>(REQUIRED)</b>	Date
Title	E-mail Address (if applicable)	Fax Number

**If no Gross Receipts were received during the Reporting Period, please indicate why.**

- Business  is not yet open (give expected opening date on line below)  has closed (give date closed on line below)  
 is under new ownership (give name of new owner and name of new business on line below)  other (explain on line below).

The Hospitality Tax is two percent (2%) applied to Gross Receipts derived from the sale within the City of Lancaster of prepared or modified foods and beverages intended for immediate consumption (whether consumed on-premises or picked up by the customer). The tax is paid by the customer, collected by the establishment, and remitted by the establishment to the City. Tax collected is remitted to the City on a monthly basis using a monthly reporting period.

Please do not remit to the SC Department of Revenue - this fee is **not** a local option sales tax.

**IF YOU HAVE QUESTIONS, NEED A COPY OF THE CITY'S HOSPITALITY TAX GUIDELINES, OR DESIRE OTHER ASSISTANCE, PLEASE CONTACT THE BUSINESS LICENSE OFFICE AT 803-289-1462.**

The City of Lancaster is not responsible for mail delivery.

If you have not received your return by the fifth of the month, please call our office at 803-289-1462.

## **PLEASE . . .**

- **USE THE HOSPITALITY TAX RETURN FORM MAILED TO YOU EACH MONTH!** The current form sent to you may contain changes in procedures or penalties, review carefully.
- Do not round off numbers, enter actual dollars and cents.
- Notify us of any changes in business name, mailing address, contact person, or ownership.
- Be sure to file a return each month, even if no tax is due; include the reason, e.g., not yet open, seasonal business only, etc.
- Be sure to sign the return and include the contact information requested.

If you have any questions, please contact us at 803-289-1462.

Your cooperation is appreciated.

City of Lancaster  
Hospitality Tax  
PO Box 1149  
Lancaster, SC 29721-1149  
803-289-1462 Tel  
803-286-6110 Fax