



LODGING EXCISE TAX RETURN

837 Highway 76 W, Clayton, GA 30525
Phone (706) 782-4512 | Fax (706) 782-4596
cityclerk@cityofclaytonga.gov

RETURN INFORMATION

This return must be filed and paid by the 20th of the month following the period for which the tax is due, or it is considered delinquent. A return must be filed even if no tax is due. Return this form and payment for the amount shown made payable to the City of Clayton. Check payments are accepted by mail or drop box at the above address. Do not send cash by mail. Cash, check, and credit card payments are accepted as payment in person. Credit card payments will incur a convenience fee. Direct bookings are bookings where you collect rental and tax amounts. 3rd party bookings refer to bookings where rental and tax amounts are collected and disbursed by a 3rd party.

BUSINESS INFORMATION

Business Name: _____

Business Address: _____

Reporting Month/Year: _____

Bookings (check one): ☐ Direct Bookings *Compute tax, sign, and return with payment.*
☐ 3rd Party Bookings *Attach 3rd party report, sign, and return.*
☐ Direct and 3rd Party Bookings *Compute tax for direct bookings, attach 3rd party report, sign, and return with payment.*

TAX CALCULATION

1. Gross rental amount: \$ _____
Direct bookings only

2. Tax (8% of line 1 amount): \$ _____

3. Penalty (if delinquent): \$ _____
Penalty is 5% or \$5, whichever is greater
Contact the City Clerk if more than 30 days delinquent

4. Discount (if paid/postmarked by 20th) \$ _____
Discount is 3% of line 2 amount

5. Total amount due: \$ _____
Add lines 2 and 3 amounts, then subtract line 4 amount

ACKNOWLEDGMENT

I declare under penalties prescribed that the information provided in this return is true and correct to the best of my knowledge and belief.

Print Name: _____ Title: _____

Signature: _____ Date: _____