Remit Payment to:
City of Kingsland
PO Box 250
Kingsland, GA 31548

Revised January 2026
Questions? Call (912) 729-5613

CITY OF KINGSLAND, GA
RETURN OF TAX ON LODGING

Lodging Establishment: ______________________ Occupancy Rate: ________ %
Lodging Street Address: ______________________
For Month of: ____________ Year: ________ ADR(Average Daily Rate): $ ________

Every person providing transient lodging for remuneration in incorporated Kingsland must collect a tax of six percent (6%) on the rent paid, unless at least one of the following criteria are met for tax exempt lodging sales:

1. such rent is for day thirty-one (31) and thereafter of continuous occupancies;
2. or is paid by a person who certifies in writing that he is staying in such lodging as result of his residence having been destroyed by fire or other casualty;
3. for use by Georgia state or local governmental officials or employees when traveling on official business and providing documentation thereof or paying by State or local government credit or debit card (documentation must exist that indicates that the terms of the credit bind the exempt governmental entity and not the bearer);
4. or is paid by a foreign diplomat exempted by treaty or consular convention, when presenting documentation issued by the United States Department of State;
5. or is paid **directly by the United States Federal Government** or any instrumentality of either thereof (documentation must exist that indicates that the terms of the credit bind the exempt governmental entity and not the bearer)

This tax is due and payable to the City monthly, on or before the 20th day of the month next succeeding the monthly period in which the tax was collected. When paid timely, the lodging provider may deduct and retain three percent (3%) of the amount of tax as a vendor's credit. For failure to pay by the due date, the lodging provider not only loses this vendor's credit, but is subject to paying a penalty and interest on the tax due. The penalty is five percent (5%) or $5.00, whichever is greater, of the amount due per month; not to exceed twenty-five percent (25%) or $25.00, whichever is greater. The interest rate is .813% per month or fraction thereof.

COMPUTATION OF TAX

This return is subject to audit:

		Amount	Gross # of Rms
1.	Gross rent paid for lodging…………	$	
2.	Exempt Rent **(Must be itemized in Schedule A below)**…………	- $	
3.	Rent paid by third party (Expedia, Bookings, AirBnB, etc.) minus taxes	- $	
4.	Net taxable rent (subtract Line 2 & 3 from Line 1)…………	$	
5.	Tax (6% of Line 4)…………	$	
6.	Vendor's Credit (deduct 3% of Line 5, if not delinquent)…………	- $	
7.	Penalty (if delinquent add 5% of Line 5, or $5, whichever is greater for every month or fraction thereof; but not more than 25% or $25, whichever is greater)…………	+ $	
8.	Interest (if delinquent add .813% compounded for each month or fraction thereof Line 5) …………	+ $	
	Total Amount Due (Payable to City of Kingsland)…………	$	

SCHEDULE A – TAX EXEMPT LODGING SALES

		Amount	Gross # of Rms
1.	Permanent Resident (day thirty-one and thereafter) or casualty…………	$	
2.	Georgia State, local government officials/employees or foreign diplomat..	$	
3.	Direct payment from U.S. Federal Government for officials or employees	$	
	Total Tax-Exempt Lodging Sales (Line 2 on Computation of Tax)…….	$	

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

Signature: ______________________ Date: ______________________
Name: ______________________ Title: ______________________
Phone #: ______________________ Email: ______________________