

**CITY OF MILLEDGEVILLE, GEORGIA**

**MONTHLY HOTEL/MOTEL TAX RETURN**

For the Month of \_\_\_\_\_, 20\_\_\_\_\_

Pursuant to the City of Milledgeville Code Section 82-31-40, an eight percent (8%) Hotel/Motel Tax is due and payable on or before the twentieth (20<sup>th</sup>) day of each month following each monthly period. If any hotel/motel operator fails to file a return, as required by the City of Milledgeville Code, a penalty of one percent (1%), per month, or a fraction thereof, will be assessed against the hotel/motel.

The City has the power to examine or authorize the examination of the books, papers, records, financial reports, equipment, and other facilities of any operator renting guest rooms to persons subject to the tax, in order to verify the accuracy of any return made, or if no return is made by the operator, to ascertain and determine the amount required to be paid.

Each hotel/motel operator collecting the tax shall keep for a period of at least three (3) years, all records, receipts, invoices and other pertinent papers setting forth the rental charge for each occupancy, the date or dates of occupancy, and such other information as the City may require.

At any time within three (3) years after the tax or any portion of the tax required to be collected becomes due and payable and is not paid, the City Attorney shall, upon the request of the Finance Director, present cause to bring forth an action to enforce the payment of said tax on behalf of the City in any court of competent jurisdiction.

Total Gross Receipts	\$ _____
Less:	
Rents from Permanent Residents	_( _____ )_
Total Taxable Rents	_____
Amount of Hotel/Motel Tax Due (8% Total Taxable Rents)	_____
Less:	
Collection Fee (3% Retained by Hotel/Motel)	_( _____ )_
<b>BALANCE OF HOTEL/MOTEL TAX PAID TO CITY</b>	<b>\$ _____</b>

(Please enclose Return with Check)

***I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IN THIS REPORT IS TRUE AND CORRECT.***

\_\_\_\_\_ Signature of Hotel/Motel Operator

Date of Return: \_\_\_\_\_ BUSINESS NAME \_\_\_\_\_

Checks should be made payable to: City of Milledgeville  
Attention: Finance Department  
P O Box 1900  
Milledgeville, GA 31059-1900