



**City of Dawsonville**  
P.O. Box 6, 415 Highway 53 East Suite 100  
Dawsonville, Georgia 30534  
Phone: (706) 265-3256  
Website: [www.dawsonville-ga.gov](http://www.dawsonville-ga.gov)

## MONTHLY HOTEL-MOTEL TAX REPORT FORM

**REPORT MONTH:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_

Name of Hotel-Motel: \_\_\_\_\_

Phone # and Email Address: \_\_\_\_\_

Georgia Sales & Use Tax #: \_\_\_\_\_

Printed Name of Preparer: \_\_\_\_\_

Preparer Phone # and Email: \_\_\_\_\_

- |  |     |              |
|--|-----|--------------|
| 1. Gross Rent collected by Operator during monthly period.   | (A) | \$ _____     |
| 2. Amount of Gross Rent attributed to Permanent Residents  | (B) | \$ _____     |
| 3. Amount of other credits, deductions, or exemptions.   | (C) | \$ _____     |
| 4. Total Taxable Rent (Subtract lines 2 and 3 from line 1.)  |     | \$ _____     |
| 5. Taxable Rent (Insert amount from line 4 here)   | (D) | \$ _____     |
| 6. Hotel-Motel Excise Tax (6.00%)  |     | X <b>.06</b> |
| 7. Gross Amount of Tax (Multiply line 5 by line 6)   | (E) | \$ _____     |
| 8. Operators Collection Fee Credit<br>(Multiply the portion of line 5 that is more than \$3,000.00 by .005)                  | (F) | - \$ _____   |
| 9. Penalty 1 ½% (Apply to reports received after the 20 <sup>th</sup> )  | (G) | + \$ _____   |
| 10. <b>Total Remitted</b> (Subtract line 8 from line 7 / add line 9)<br><b>Make Checks payable to: "City of Dawsonville"</b> | (H) | \$ _____     |

**Note: Reports received after the 20<sup>th</sup> of each month must include the 10% penalty.**

I hereby certify that the statements made herein and in any supporting schedules are true, correct and complete. This report contains no false or fraudulent information.

\_\_\_\_\_  
Preparers Printed Name / Title

\_\_\_\_\_  
Signature of Individual Preparing Form

\_\_\_\_\_  
Date

## Numerical References from the Report

- A. Rent, Operator, and Hotel are used as defined in the Taxation Ordinance – Article III Hotel-Motel Excise Tax. Gross Rent shall be defined as the total amount of consideration received for occupancy during a calendar month, without accounting for any credits, deductions, or exemptions, expressed as a monetary value.
- B. Permanent Residents are those occupants as defined in in the Taxation Ordinance – Article III Hotel-Motel Excise Tax, whose continuous occupancy is greater than thirty (30) consecutive days. No tax need be collected from the 31<sup>st</sup> day forward. However, rents paid by a permanent resident for the first thirty (30) days of occupancy are subject to the excise tax.
- C. Any Gross Rent attributable to the items defined in in the Taxation Ordinance – Article III Hotel-Motel Excise Tax, shall be listed on line 3 of the report.
- D. Item 4 is the Taxable rent and shall be defined as the Gross Rent entered on Line 1 less any amounts entered in Line 2 and/or Line 3.
- E. Gross amount of the tax shall be an amount equal to six percent (6%) of the Taxable Rent, as defined in item 4. Rate of levy is six percent (6%) and is defined in the Taxation Ordinance – Article III Hotel-Motel Excise Tax.
- F. Operators Collection Fee allowed to Operators, as defined in the Taxation Ordinance – Article III Hotel-Motel Excise Tax, shall be equal to one-half percent (.5%) of that portion of Taxable Rent which exceeds \$3,000.00 and if the report and remittance is received no later than the 20<sup>th</sup> of each month.
- G. Late Fee, as defined in the Taxation Ordinance – Article III Hotel-Motel Excise Tax, shall be equal to one and one-half percent (1 1/2%) of the Taxable Rent due if report and remittance are received after the 20<sup>th</sup> of each month.
- H. The Total Gross Amount of the Tax entered on Line 10, less the collection fee or plus a late fee, if applicable, shall be the amount of Tax which shall be remitted to the City of Dawsonville with this Report.