



# TAX REPORT

## Room Occupancy

Financial Services Department  
105 E. Corbin St., PO Box 429, Hillsborough, NC 27278  
919-296-9450  
CustomerService@hillsboroughnc.gov  
www.hillsboroughnc.gov

Report and payment are due on the 20<sup>th</sup> day of the month following the tax month. Please follow the instructions on the reverse side of this form (second page) carefully. Please keep a copy of this return.

Report for sales occurring in month and year: \_\_\_\_\_

Trade name under which business is operated: \_\_\_\_\_

Social Security or federal identification number: \_\_\_\_\_

Business phone number: \_\_\_\_\_ Business email: \_\_\_\_\_

Business address: \_\_\_\_\_

Business mailing address: \_\_\_\_\_

COMPUTATION OF OCCUPANCY TAX	SALES TAX	3% OCCUPANCY TAX
1. Gross retail receipts (excluding sales tax)	1. \$	
2. Less: Non-occupancy related receipts	2. \$	
3. Less: Occupancy receipts not subject to sales tax	3. \$	
4. Less: Occupancy receipts after 90 <sup>th</sup> consecutive day	4. \$	
5. Less: Credit on previously charged exempt receipts	5. \$	
6. Net retail receipts (Line 1 minus lines 2-5)	6. \$	
7. Occupancy tax (Line 6 multiplied by 0.03, 3%)		7. \$
8. Tax due: Amount on Line 7		8. \$
9. Penalty: <b>Please call for instructions if paying late</b>		9. \$
10. Additional tax due: <b>Please call for instructions if paying late</b>		10. \$
11. <b>Total balance due</b>		11. \$

### If you have had any changes since your last return, please complete the following:

Final Return  Change of Ownership  Mailing Address  Location Address  Phone Number  Trade Number

Provide updated information: \_\_\_\_\_

Please cancel my account as of: \_\_\_\_\_

Indicate reason: \_\_\_\_\_

To whom was business sold: \_\_\_\_\_

### CERTIFICATION

*I certify that this report, including all statements and schedules attached hereto, has been examined by me and is a true and complete report to the best of my knowledge, made in good faith, covering the month named above and in accordance with the record of the reporting taxpayer.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**INSTRUCTIONS: Room Occupancy Tax Report for the Town of Hillsborough**

**Note:** All inquiries should be directed to the Hillsborough Financial Services Department at 919-296-9450.

1. Reports must be filed by the 20<sup>th</sup> day of the following month. For example, taxes and reports for sales during January are due by Feb. 20. Payments of taxes due, including any applicable penalties, must be remitted with this form to ensure proper credit to your account.
2. Payments are considered on time if your report and payment for taxes are received in the Hillsborough Financial Services Department or postmarked by the U.S. Postal Service on or before the 20<sup>th</sup> day of the month following the month in which the tax accrues. *It is strongly recommended that you obtain a tracking number if mailing your return and payment; past payments have been lost in the mail. With the town's evidence, there is no defense against a failure to file your return by its due date.*
3. Submit your report and payment one of the following ways:
  - a. Mail (*do not mail cash*):
    - Town of Hillsborough, Financial Services Department
    - Occupancy Tax
    - PO Box 429
    - Hillsborough, NC 27278
  - b. Drop box: Town Hall Annex, 105 E. Corbin St., Hillsborough, North Carolina
  - c. Online: Email report to [CustomerService@hillsboroughnc.gov](mailto:CustomerService@hillsboroughnc.gov). Then visit the town's online payments site: [www.municipalonlinepayments.com/hillsboroughnc/accountsreceivable](http://www.municipalonlinepayments.com/hillsboroughnc/accountsreceivable). Log in to make a payment, or use the "quick pay" link. You will need to know your account number and last payment amount. Please call 919-296-9450 with any questions.
4. Hotel, motel, or inn chains may send one check for all locations but must submit a separate report for each location.
5. Penalties (*please call to confirm penalties*):
  - a. If a report is filed after the due date (the 20<sup>th</sup>), add a 5% penalty.
  - b. Should the report be more than 30 days late, an additional penalty of 5% interest will be applied to each month or fraction thereof, not exceeding 25% in aggregate, until the taxes are paid in full.
  - c. Failure to pay the tax when due is subject to an additional penalty equal to 10% of the tax.
6. Any person, firm, corporation, or association that willfully attempts in any manner to evade the occupancy tax or make a false return and willfully fails to pay such tax or make and file such return shall — in addition to the penalties imposed — be guilty of a misdemeanor and shall be punished by a fine not to exceed \$1,000 or imprisonment not to exceed six months or both.
7. Reports must be filed each month even if no taxes are due. Applicable penalty will be due for late filing (see Item 4).
8. "Gross retail receipts" (Line 1) are those receipts from gross retail sales as reported on the North Carolina Department of Sales and Use Tax Report (less sales tax).
9. "Non-occupancy related receipts" (Line 2) are retail receipts not derived from the rental of any sleeping room or lodging furnished. "Room" is the partitioned part of the inside of a building designed or used as lodging. It includes suites or rooms with sleeping accommodation in one or more rooms or areas regardless of use by the occupants.
10. "Occupancy receipts not subject to sales tax" (Line 3) are those receipts for which the hotel, motel or inn did not collect a sales tax due to statutory exemption.
11. "Occupancy receipts after 90<sup>th</sup> consecutive day" (Line 4) are those receipts derived from the rental of a room to the same person for that portion of the continuous rental of the room after the 90<sup>th</sup> consecutive day of rental.
12. "Credit on previously charged exempt receipts" (Line 5) are available upon documentation of taxes paid on retail receipts that were from room rentals to the same person for days 1-89 in a rental of 90 consecutive days or more and that were included in the gross receipts in the report for the prior month.

This tax was levied by the Hillsborough Board of Commissioners on April 9, 2012, in accordance with Chapter 392 of the 1991 Session Laws of North Carolina General Assembly. The resolution levying the tax providers, in part, is as follows:

*The Hillsborough Board of Commissioners levies and imposes a room occupancy tax of 3% on the gross receipts derived from the rental of any room, lodging or similar accommodations in the town subject to the sales tax under General Statute 105-164.4(a)(3). This tax is levied effective July 1, 2012. This tax does not apply to accommodations furnished by nonprofit charitable, educational, benevolent, or religious organizations when furnished is furtherance of the nonprofit purpose. This tax is in addition to any state or local sales tax or occupancy tax.*