



# County of Greenville

"... At Your Service"

## Local Hospitality Tax Reporting Form

Mail Forms and Payments to County of Greenville, Treasurer, 301 University Ridge, Suite 600, Greenville, SC 29601  
Direct questions to (864) 467-7567

D/B/A Business Name and Location

State Retail License No.

**Tax Period**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FEI or SS No.

**Due on or Before**

\_\_\_\_\_

\_\_\_\_\_

If you have closed or sold this business, please complete Change of Information form and remit to County of Greenville

### HOSPITALITY TAX COMPUTATION

1. Gross Sales: Prepared food and beverages

\$

\_\_\_\_\_

2. Hospitality Tax: Line 1 x 2% (.02)

\$

\_\_\_\_\_

3. Penalty on delinquent returns: Line 2 x 5% (.05) x  
\_\_\_\_\_ number of months delinquent

\$

\_\_\_\_\_

4. Total Hospitality Tax Due (Add Lines 2 and 3)

\$

\_\_\_\_\_

**Enclose check made payable to the County of Greenville - Treasurer.  
Include your state retail license number and the period covered on the check.**

**For Office Use Only**

Per County Ordinance No. 4079, a 2% Local Hospitality Tax on the gross proceeds from the sale of prepared meals and beverages must be remitted to the County. The taxes are due on or before the twentieth (20th) of the month following the close of the period. Taxes are considered DELINQUENT if not postmarked on or before the (20th) twentieth. Please sign and date the return.

*I hereby certify that all of the information stated above is true and accurate to the best of my knowledge and belief.*

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

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

Print Name & Title: \_\_\_\_\_

Telephone: \_\_\_\_\_