

**CITY OF STATESVILLE  
OCCUPANCY TAX REPORT**

**TAX IS DUE ON THE 15TH OF THE MONTH FOR THE PREVIOUS MONTH RENT**

**MAKE ALL CHECKS PAYABLE TO:**

**CITY OF STATESVILLE**

Collections Department  
P.O. Box 1111  
Statesville, NC 28687-1111

Phone: (704) 878-3564  
Fax: (704) 878-3567

<b>FOR THE MONTH/YEAR OF:</b>		<b>PHONE NUMBER</b>	<b>EMAIL ADDRESS</b>
<b>BUSINESS NAME:</b>			
<b>BUSINESS STREET ADDRESS</b>	<b>CITY</b>	<b>STATE AND ZIP CODE</b>	
<b>BUSINESS MAILING ADDRESS</b>	<b>CITY</b>	<b>STATE AND ZIP CODE</b>	
<b>OWNER OF BUSINESS-NAME AND ADDRESS</b>	<b>CITY</b>	<b>STATE AND ZIP CODE</b>	
<b>LINE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	
1.	Gross Retail Receipts (Less Sales Tax)	\$	-
2.	Less: Non-Occupancy Related Receipts - 90 days or more from same occupant	\$	-
3.	Less: Occupancy Receipts Not Subject To Sales Tax	\$	-
4.	Net Retail Receipts Subject to Sales Tax (Ln 1-Ln 2-Ln 3)	\$	-
5.	Total Occupancy Tax (5% of Ln 4)	\$	-
6.	Add Penalty (See Instructions)		
7.	Add Additional Penalty (See Instructions)		
8.	Total Amount Due and Remitted (Ln 5+Ln 6+Ln 7)	\$	-

**TAXPAYER CERTIFICATION:** I certify under penalties of law that this return is a true and complete report covering the month named above and in accordance with the records of the reporting taxpayer.

<b>DATE</b>	<b>PRINTED NAME</b>	<b>SIGNATURE</b>

**INSTRUCTIONS**

1. Enter gross retail sales as reported to the North Carolina Department of Revenue on the Sales and Use Tax less sales tax.
2. Non-occupancy related receipts are those receipts from retail sales not derived from rental of rooms or similar accommodations.
3. Occupancy receipts not subject to sales would be those receipts such as receipts derived from the rental of a room or rooms to the same occupant for more than 90 days.
4. Enter total of Line 1 less Lines 2 and 3.
5. Multiply Line 4 by 5%. If you are using the spreadsheet, this amount will be calculated.
6. To Calculate Penalty: If the report is filed after the due date, add a penalty of 5% per month of the tax shown on line 5 for each month, or fraction thereof, that the report is delinquent. The minimum penalty is \$5.00.
7. To Calculate Additional Penalty: if the tax is paid after the due date, an additional penalty of 10% should be added. The minimum additional penalty is \$5.00.
8. The return and total amount due shall be remitted to the City of Statesville's Collection Department on or before the fifteenth (15th) day of the month following the month in which the tax accrues. For additional questions or help in calculating your tax or