



For Office Use Only

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

Received By: \_\_\_\_\_

### Pender County Room Occupancy Tax Return

**Instructions:** Complete this form to report and remit occupancy taxes collected from short-term rentals located in Pender County. *Returns and payments are due on or before the 15th of the month following the reporting period.*

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**1. Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Reporting Period:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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**2. Tax Calculation:**

**a. Total Gross Receipts (from room rentals):** \$ \_\_\_\_\_

**b. Exempt Sales (if applicable):** \$ \_\_\_\_\_

**c. Taxable Receipts (Line a - Line b):** \$ \_\_\_\_\_

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**3. Tax Due:**

**Tax Rate (Percentage):** 3% Burgaw \_\_\_\_\_ / 6% Pender County & District P \_\_\_\_\_

**Tax Due (Taxable Receipts x Tax Rate):** \$ \_\_\_\_\_

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**4. Adjustments & Penalties (if applicable):**

**a. Penalties (if payment is past due):** \$ \_\_\_\_\_

**b. Other Adjustments (if applicable):** \$ \_\_\_\_\_

**c. Total Adjustments (Line a + Line b):** \$ \_\_\_\_\_

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**5. Total Payment Due (Tax Due + Adjustments):** \$ \_\_\_\_\_

**6. Payment Method:**

Cash

Check (Check # \_\_\_\_\_)

Money Order (Money Order # \_\_\_\_\_)

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**7. Certification:**

I hereby certify that this return, including any accompanying schedules or statements, has been examined by me and is, to the best of my knowledge and belief, a true and complete report for the stated period.

**Authorized Signature:** \_\_\_\_\_

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