

City of Roswell, Georgia  
Excise Tax Collections  
38 Hill Street, Suite 130  
Roswell, GA 30075  
770-641-3738

**Public Accomodations Excise Tax  
Hotel/Motel Occupancy Tax Report Form**

Name of Business: \_\_\_\_\_ Phone: \_\_\_\_\_  
Business Location: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Report for the Month of: \_\_\_\_\_ Year: \_\_\_\_\_

- I. This report is due before the Twentieth day of every month following the month in which the occupancy occurs.
- II. Report Changes of ownership or address immediately.
- III. Prepare this report in duplicate and retain one copy.
- IV. Lodging for the public for no longer than 30 consecutive days to the same customer. The tax authorized by this Code for any rooms, lodgings, or accommodations during the first thirty days of continuous occupancy and shall not apply to charges imposed for any continous occupancy thereafter.

1. Gross Room Rentals	\$	_____
2. Less Permanent Guest Rentals	\$	_____
3. Less Exemptions	\$	_____
4. Taxable Rentals	\$	_____
5. Tax Due (8% of Line #4)	\$	_____
6. Less Collection Fee (3% of Line #5 ONLY if received in this office on or before the twentieth day of the month following the month in which the rentals occurred.	\$	_____
7. Plus Penalty (In accordance with Section 11-146 11-146 of the City of Roswell Code of Ordinances)	\$	_____
8. <b>Total Payment Due</b>	\$	_____

**This Report MUST Be Signed**

I certify that the statement made herein and any supporting documents are true, correct, and complete to the best of my knowledge.

Make Check Payable To: The City of Roswell, GA  
MasterCard, Visa, American Express or eCheck Accepted at  
roswellpay.com for payment less than \$10,0000

Signature of Individual Preparing Report \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Title

Preparer Email Address \_\_\_\_\_

\_\_\_\_\_ Street Address

Preparer Phone Number \_\_\_\_\_

\_\_\_\_\_ City, State, and Zip Code