



**HOTEL/MOTEL OCCUPANCY EXCISE TAX RETURN**

The City of Stonecrest (City) levies an excise tax of 8% of the rent for every occupancy of a guest room in a hotel, rooming or lodging house, inn, motel, motor hotel and court, cabin, public or private club, and tourist camp, which contain guest rooms which are regularly furnished for value to the public in the City.

Excise taxes collected are due on or before the 20<sup>th</sup> day of the month following the month in which the occupancy occurs. Failure to pay the excise tax by the due date will result in the imposition of penalty and interest.

All checks, money orders or cashier's checks shall be made payable to the *City of Stonecrest* and mailed with the completed return to the following address:

City of Stonecrest  
 Attn: Financial  
 Administration 3120  
 Stonecrest Blvd #190  
 Stonecrest, GA 30038

*For inquiries, contact the City's Financial Administration Revenue Division by phone at (770) 224-0200 or by email at [revenue@stonecrestga.gov](mailto:revenue@stonecrestga.gov).*

| CITY OF STONECREST HOTEL/MOTEL OCCUPANCY EXCISE TAX RETURN  |                 |               |   |
|---|-----------------|---------------|---|
| PERIOD  | DUE DATE        | BUSINESS NAME | EMAIL ADDRESS   |
|   | 20th Each Month |               |   |
| LOCATION ADDRESS  |                 | PHONE NUMBER  | PRINT NAME OF INDIVIDUAL                              |
| SIGNATURE _____   |                 | TITLE _____   | DATE _____  |
|   |                 |               |   |
| 1. Gross rent for the month   |                 |               |   |
| 2. Gross rent deductions  |                 |               |   |
| Description:  |                 |               |   |
|   |                 |               |   |
| 3. Taxable rent – line 1 minus line 2   |                 |               |   |
| 4. Tax – 8% of line 3   |                 |               |   |
|   |                 |               |   |
| 5. Vendor's Credit – 3% of line 4<br>If return is filed & paid on or before the due date  |                 |               |   |
| 6. If notice of a prior return correction or a penalties and interest assessment has been received , please enter those amounts here. |                 |               | a. Prior return correction                            |
|   |                 |               | b. Penalties and/or Interest                          |
|   |                 |               | c. Total Additional Assessments Due – line 6a plus 6b |
| 7. Total Due & Payable – line 4 minus line 5 plus line 6c   |                 |               |   |

**City of Stonecrest  
 Financial Admin  
 Staff Use:**

Initials: \_\_\_\_\_ Amount Due: \_\_\_\_\_ Amount Paid: \_\_\_\_\_  
 Balance Due: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date Received: \_\_\_\_\_