



Hospitality Tax Reporting Form

Hospitality Tax ID # _____

Month/Period Reporting for: _____

(payment is due by the 20th of the following month)

Business Name, DBA & Mailing Address

Town of Lexington Location (if applicable): _____

Computation of Hospitality Tax

- 1. Gross Proceeds/Sale \$ _____
- 2. 2% of Gross Proceeds (line 1 x .02) \$ _____
- 3. Late Fee per month/portion thereof if not pd by the due date (line 2 x .10 or correct %) \$ _____
- 4. Total Hospitality Tax due to Town of Lexington \$ _____

Penalty of 10 % is applied on the 21st (unless the 20th falls on the weekend or holiday, then it is applied on the next business day. The penalty goes to 20% on the first day of the next month. (Ex. due on August 20, penalty is 10% on August 21 and goes to 20% on September 1st.)

Pursuant to the Town of Lexington Hospitality Tax Ordinance, Town hospitality taxes that remain unpaid after the due date will be subject to all available procedures under the law, including but not limited to, ordinance summons.

For Office Use Only
Approved by _____
Penalty Applies _____
Postmark Date _____

I hereby certify that I have examined this return and to the best of my knowledge and belief it is a true and complete return.

Signature _____ Date _____

Please mail form and payment to:

Town of Lexington
Sonya Lee-Hospitality Tax
Post Office Box 397
Lexington, SC 29071

OR

If you wish to pay by credit card (VISA and MASTERCARD are the only cards accepted) please go to our website at www.lexsc.com and choose Online Payments. You will then choose the EASY PAY-Misc Payments and Hospitality Tax.

You will complete the form online and enter your credit card information. You will receive a confirmation once your payment has been accepted and processed. Payments are time stamped and that time stamp is what is used for the date paid.