

City of Dalton
Hotel / Motel Tax Report
 Monthly Rooms, Lodging and Accommodations Excise Tax Return
Due by the 20th of the Month

Information

Business Name: _____ Report for Month of (check one only):
 City Customer Number: _____ Jan___ Apr___ Jul___ Oct___
 Address: _____ Feb___ May___ Aug___ Nov___
 _____ Mar___ Jun___ Sep___ Dec___
 _____ Report Year: 2024
 Email: _____

Instructions

Every person providing transient lodging for remuneration within the corporate limits of Dalton must collect a tax of 7% on the rent paid, unless such rent is for thirty-one (31) and thereafter of stays in excess of thirty (30) continuous days; or is paid by a person who certifies in writing that he is staying in such a lodging as a result of his residence having been destroyed by fire or other casualty; or is paid by an employee or official of the State of Georgia, any of its local governments or other instrumentalities, when traveling on public business and either providing documentation thereof or paying by State of local government credit or debit card; or is paid by a foreign diplomat exempted by treaty or consular convention, when presenting documentation issued by the United States Department of State; or is paid directly by the United States, the State of Georgia or any instrumentality of either thereof. This tax is due and payable to the City monthly, on or before the 20th day of the month next month succeeding the monthly period in which the tax was collected. When paid timely, a 3% vendor credit may be retained by the vendor. Failure to pay by the due date, the lodging provider not only loses the vendor's credit, but is subject to paying a penalty and interest on the tax due. The penalty is 5% or \$5.00, whichever is greater, of the amount due per month; not to exceed 25% or \$25.00, whichever is greater.

Computation of Tax

This Return is Subject to Audit

1. Total Lodging Rent	1	
2. Tax Exempt Lodging Rent	2	
3. Net Taxable Lodging Rent (line 1 - line 2)	3	
4. Gross Tax (7% of line 3)	4	
5. Penalty (5% of line 4, or \$5, whichever is greater, per month or fraction thereof; maximum of 25% or \$25, whichever is greater)	5	
6. Interest (.96% compounded for each month or fraction thereof line 4 is delinquent)	6	
7. Amount Due (line 4 + line 5 + line 6)	7	
8. Vendor's Compensation (3% of line 4 if not delinquent)	8	
9. Pay this Amount (line 7- line 8) Make check payable to "City of Dalton"	Total Due	

I certify that the information provided above is accurate and in accordance with Georgia laws 48-13-50 through 53 and the ordinances of the City of Dalton, Georgia.

Signature: _____ Date: _____ Title _____
 Prepared By: _____ Telephone No. _____
 Preparer Address (if different from above) _____

 Preparer Email: _____

Change of Registered Information

Furnish Any Informational Change On Applicable Line Below

New location _____ New mailing address _____
 New trade name _____ Date business ceased _____
 Name of owner _____ Owner Address _____
 Phone number _____ Number of Rooms _____

City Clerk Department Use Only

Form Processed By: _____
 Receipt #: _____ Date Received: _____

VISA , MasterCard, Discover and American Express Accepted at the City Clerk Counter (Convenience Fee does apply)

Contact City Clerk's Office For On-Line Payment Setup
 Additional information available at www.daltonga.gov
 Remit to: City of Dalton, Office of City Clerk, P.O. Box 1205, Dalton, GA 30722