

# DALTON, GA

## HOTEL / MOTEL TAX REPORT

Monthly Rooms, Lodging and Accommodations Excise Tax Return  
Due by the 20th of the Month

### Information

Business Name: \_\_\_\_\_  
 City Customer Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Email: \_\_\_\_\_

Report for Month of (check one only):  
 Jan:  Apr:  Jul:  Oct:   
 Feb:  May:  Aug:  Nov:   
 Mar:  Jun:  Sep:  Dec:

Report Year: 2026

### 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 day; 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 or 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. If the 20th day falls on a day other than a business day, the report shall be due on the next business day. 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, whichever is greater.**

### Computation of Tax

**\*\*\*This Return is Subject to Audit\*\*\***

1. Total Lodging Rent
2. Tax Exempt Lodging Rent
3. Net Taxable Lodging Rent (line 1 - line 2)
4. Gross Tax (7% of line 3)
5. Penalty (5% of line 4, or \$5, whichever is greater, per month or fraction thereof; maximum of 25% or \$25, whichever is greater)
6. Interest (.8125% compounded for each month or fraction thereof line 4 is delinquent)
7. Amount Due (line 4 + line 5 + line 6)
8. Vendor's Compensation (3% of line 4 if not delinquent)
9. Pay this Amount (line 7 - line 8) Make check payable to "Dalton, GA"

1	
2	
3	
4	
5	
6	
7	
8	
<b>Total Due</b>	

*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 Dalton, GA, Georgia.*

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

### Change of Registered Information

Furnish Any Information 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: _____	Date Received: _____
Receipt #: _____	

VISA, MasterCard and American Express Accepted at the City Clerk Counter

If paying by eCheck, please note that you have authorized The City of Dalton, GA and Government Window to directly debit your bank account. If your eCheck payment is returned, you will be charged a returned check fee of \$30.00. Max payment allowed online for eChecks is \$20,000.

**Additional information available at [www.daltonga.gov](http://www.daltonga.gov)**

**Remit to: Dalton, GA, Office of The City Clerk, P.O. Box 1205, Dalton, GA 30722**