

**JEKYLL ISLAND AUTHORITY
Hotel/Motel Occupancy Tax Report**

Address of property: _____

Month: _____

* only 1 month may be reported per form.

Name of person filing report: _____

Total Room Nights _____

Rental License # _____

	RENTALS	Amount
1	Gross Room Rentals for the month	
2	Deduct rooms rented over 30 consecutive calendar days to same occupant(s) (tax applies to the first 30 days rental income only)	
3	Deduct rooms furnished for one or more days to Georgia state or local gov't officials/employees traveling on official business <i>(requires exemption form from the State)</i>	
4	Total taxable rentals for month (Line 1 minus lines 2&3)	
5	Room tax (5% of line 4)	
6	Less collection discount (3% of line 5) **	
7	TOTAL PAYMENT DUE (line 5 minus line 6)	

_____ Date _____

Authorized Signature

I hereby certify that the statements made herein and in any supporting schedules are true, correct, and complete to the best of my knowledge.

****NOTE:** Collection Discount not applicable unless tax is **PAID** in accordance with Georgia Annotated Code 48-2-39. Payment is due on or before the 15th day of the following month, unless payment is due on a Saturday, Sunday or legal holiday; in that case the payment is due the first day following the Saturday, Sunday or legal holiday. Payments not received by the due date are not eligible for the collection discount on line 6.

**SUBMIT FORM WITH PAYMENT TO: Jekyll Island Authority; attn. Accounts Receivable
 100 James Road
 Jekyll Island, GA 31527-0833**

1. File return even though no tax may be due
2. Return is due on or before the 15th** day of each calendar month covering accommodations furnished during preceding calendar month.

3. Payments received after the 15th are subject to interest in the amount of the Federal Reserve prime rate + 3%, as well as any penalties allowed under Georgia law.

* Willful intent to defraud will result in a penalty of 50% of the total tax due.
*Tax records must be kept for a period of 5 years.