

CHATHAM COUNTY, GEORGIA  
MONTHLY RETURN-HOTEL MOTEL AND SHORT TERM RENTAL  
TAX COLLECTIONS  
(REVISED DATE JANUARY 2023)

**IMPORTANT:** This return must be filed and taxes paid by the 20<sup>th</sup> of the month following the month for which the taxes are withheld, even if no taxes were withheld or due to Chatham County. All returns are to be filed with supporting sales reports.

MAIL RETURN AND TAX PAYMENT TO: CHATHAM COUNTY FINANCE DEPARTMENT

POST OFFICE BOX 9297  
SAVANNAH, GEORGIA 31412  
(912) 652-7906

Return for the month of \_\_\_\_\_ 20 \_\_\_\_\_ Date return filed \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

Number Lodging Rooms \_\_\_\_\_ Georgia Sales Tax Number \_\_\_\_\_

This report includes all excise taxes collected for Chatham County during the above stated month upon the furnishing for value to the public of any room or rooms, lodgings or accommodations, provided that no such tax shall be levied or collected upon the sale or charges for any rooms, lodgings or accommodations furnished for a period of more than thirty (30) consecutive days, or for the use of meetings.

|   |                 |
|---|-----------------|
| 1. Total charges for lodgings or accommodations and meeting rooms   | \$ _____        |
| 2. Deduct charges for accommodations furnished for a period of more than thirty consecutive days.   | \$ _____        |
| 3. Deduct charges for meeting rooms.  | \$ _____        |
| 4. Deduct charges for lodging or persons who certify accommodations are furnished as result of destruction of their residence as result of fire or other casualty.  | \$ _____        |
| 5. Deduct charges for accommodations furnished for a period of one or more days for use by Georgia state or local governmental officials or employees on official business.   | \$ _____        |
| 6. Net taxable charges for lodging or accommodations  | \$ _____        |
| 7. County excise tax - six percent (6%) of line 6 above   | \$ _____        |
| 8. Deduct three percent (3%) of Line 7, provided the amount due is not delinquent at the time of payment to the County.   | \$ _____        |
| 9. Net Tax Payable  | \$ _____        |
| 10. Penalty: Returns postmarked after the 20th of the month will have a 5% or \$5 penalty, whichever is greater, applied. An additional 5% or \$5 penalty, whichever is greater, will be applied for each additional month up to 25% or \$25.           | \$ _____        |
| 11. Interest: Federal Reserve prime rate plus 3%. This rate will be reviewed and adjusted in January of each subsequent calendar year. Any period of less than one month shall be considered to be one month. 2023 rate is 7.50% monthly rate is .00625 | \$ _____        |
| <b>TOTAL AMOUNT REPORTED AND REMITTED TO CHATHAM COUNTY</b>   | <b>\$ _____</b> |

I certify that this return has been examined by me and is to the best of my knowledge and belief a true and complete return made in good faith for the period stated.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT OR TYPE NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE