

**TOWN OF FORT MILL  
LOCAL ACCOMMODATIONS TAX  
REPORTING FORM**

To calculate the 3% Local Accommodations Tax, please use the formula below:

1. Total of gross proceeds from the rentals or charges for sleeping accommodations. \$ \_\_\_\_\_
  
2. Multiply the above number by 3% x \_\_\_\_\_ .03
  
3. The result is the amount to be remitted to the  
Town of Fort Mill, *not the S.C. Department of Revenue* \$ \_\_\_\_\_
  
4. Name of Business \_\_\_\_\_  
DBA \_\_\_\_\_  
Business Address: \_\_\_\_\_  
\_\_\_\_\_
  
5. Reporting Period: \_\_\_\_\_

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The 3% accommodations tax is to be remitted to the Town on a monthly basis, along with the attached form, and is **due on or before the 20th day of the month** and should cover the tax due for the previous month.

Any tax not remitted on or before the 20th day of the month is subject to a 5% penalty per month (or fraction of a month) until tax is paid.

**Please send your check made payable to the Town of Fort Mill to: Local Accommodations Tax, Town of Fort Mill, P.O. Box 159, Fort Mill, South Carolina, 29716.**