

CITY OF TEGA CAY
HOSPITALITY TAX REPORTING FORM

To calculate the 2% Hospitality Tax, please use the formula below:

1. Total of all revenue for all foods and beverages prepared for immediate consumption \$ _____
2. Multiply this number by 2% x _____ .02
3. Amount to be remitted to the City of Tega Cay (*not to The S.C. Department of Revenue*) \$ _____
4. Name of Business _____
5. Reporting Period: _____

The 2% hospitality tax is to be remitted to the City on a monthly basis, along with the attached form, and is due by the 20th day of the month following the reporting period. (Businesses collecting less than \$50 per month may report quarterly)

Any tax not remitted by the 20th day of the month is subject to a 5% penalty.

Please send your check made payable to the City of Tega Cay to:

**Hospitality Tax
City of Tega Cay
7725 Tega Cay Drive
Tega Cay, SC 29708**

Please reproduce this form as necessary and include it with your monthly/quarterly remittance to the City.