



Amended Hospitality Tax Instructions

Mail form and payment to County of Greenville, Treasurer,
301 University Ridge Suite N-2000, Greenville, SC 29601

Direct questions to (864) 467-7567

Claims for credit or refund must be filed within three years of the due date of the original return. For Greenville County to verify this refund request and accurately calculate any applicable tax due, the following supporting documentation must be submitted with the request:

1. Amended returns for the tax period(s) for which a refund is being requested. Use the below form to amend the tax period(s), one form per tax period.
2. A cover letter giving explanation as to why the tax period(s) is being amended.
3. A copy of sales reports for the period(s) pertaining to this request. The reports should correspond to when the tax was paid on the original reporting form(s). Greenville County may request copies of applicable sales reports or additional supporting documents such as individual transactions.



Local Hospitality Tax Reporting Form - Amended

Mail form and payment to County of Greenville, Treasurer,
 301 University Ridge Suite N-2000, Greenville, SC 29601
 Direct questions to (864) 467-7567

DBA Business Name and Location

State Retail License No.

Tax Period to Correct

FEI or SS No.

If you have closed or sold this business, please complete a Change of Information Form and remit to County of Greenville

HOSPITALITY TAX COMPUTATION

- | | |
|---|----------|
| 1. Corrected Gross Sales:
Prepared food and beverages | \$ _____ |
| 2. Corrected Hospitality Tax:
Line 1 x 2% (.02) | \$ _____ |
| 3. Penalty on delinquent returns:
Line 2 x 5% (.05) x _____ (number of months delinquent) | \$ _____ |
| 4. Total Hospitality Tax Due:
Line 2 + Line 3 | \$ _____ |
| 5. Less Payment previously submitted: | \$ _____ |
| 6. Net Taxes Due , if line 4 is greater than line 5 or
Refund Due , if line 5 is greater than line 4 | \$ _____ |

Enclose check made payable to the County of Greenville – Treasurer
Include the business state retail license number and the tax period on the check

For Office Use Only

Per County Ordinance No. 4079, a 2% Local Hospitality Tax on the gross proceeds from the sale of prepared meals and beverages must be remitted to the County. The taxes are due on or before the twentieth (20th) of the month following the close of the period. Taxes are considered DELINQUENT if not postmarked on or before the (20th) twentieth. A 5% penalty per month or portion thereof will be added to late payments. Please sign and date the return.

I hereby certify that all of the information stated above is true and accurate to the best of my knowledge and belief.

Signature: _____ Date: _____

Print Name & Title: _____ Telephone: _____