

## CITY OF HELEN

## Lodging Tax Monthly Return for Hotels/Motels And Short-Term Rentals 8% Rate

**Important:** This return must be filed and taxes paid by the 20<sup>th</sup> day of the month following the month in which the tax is collected. **All fields must be filled out.** 

Return for month of	20	Date Filed
Business Name		Business DBA Name
Mailing Address		911 Address
Georgia Sales Tax No.		Phone Number
Number of Lodging Beds/Rooms		Average Nightly Rate

This return should include all excise taxes collected for the City of Helen on charges to the public for lodging; and applies to hotels, motels, and short-term rentals.

Please note in the State of Georgia any additional fees such as, cleaning, pet, rollaway bed, or extra person fees are considered part of the accommodation sales price and are to be included in the tax collected to be remitted. A return must be filed even if NO tax is due – penalties will be assessed if no return is filed. If no rental was received during a given month a \$0.00 tax return must be filed.

Local rental management companies filing the return on behalf of their clients shall either list each property separately on the monthly lodging tax form that is submitted to the City of Helen or provide a separate lodging tax form for each property to the City of Helen.

If you own a short-term rental property but utilize a national short term rental company to handle the rentals on your behalf, such as VRBO or AirBnB, that collects and pays the lodging tax on your behalf, you are STILL REQUIRED to file a monthly tax report. While VRBO and AirBnB do collect and remit taxes for property owners, they do not provide any identifying information linking the taxes to the individual properties. In other words, these third-party innkeepers send one lump sum check and no details as to which properties are paying. We need the exact dollar amount for your short-term rental property or properties in Helen to provide you, as the property owner, with proper credit for remittance of the required lodging tax. Appropriate documentation to attach in filling out the report would be the printout of the monthly rental report received from your national short term rental company showing the stays and amount of taxes remitted on your behalf as the owner.

If, as a short-term rental owner, you utilize either a local rental company or a national short term rental company BUT ALSO rent the property on your own through other independent means (Facebook, Craig's List, or other methods), you remain legally responsible for remitting the 8% lodging tax for monies received for short term rentals that did not go through the rental agency. The City of Helen will contract with providers to monitor advertisements for short term rentals to ensure that the 8% lodging tax, as required by state law, is paid for those independent rentals, and any such rentals should be added to this report, with the tax remitted appropriately.

ALL Short-Term Rental Owners are additionally required to apply for and receive an occupational tax license issued through the City of Helen on an annual basis, and also to complete their Short-Term Rental Registration Form each year, such that the City has appropriate emergency contact information in the event that it is necessary to contact you regarding a problem with your short-term rental property.

CITY OF HELEN, GEORGIA M	ONTHLY LODGING TAX RET	URN FOR				
		Month/Year				
1. Total charges for lodging and ot	her taxable items, including cleaning	ig fee, pet				
fee, rollaway bed fee, or extra p	erson fees, etc. (INCLUDE MGMT. CO	D. GROSS)\$				
. Total amount remitted by management co. with documentation (from below) \$						
3. Exemptions:		, .				
*	urnished for a period of more than 3	30				
	luct charges for lodging for days 1-3					
•	day					
	for lodging furnished to Federal, Georgia state or local, icials or employees when traveling on official business\$					
government officials or empl	siness					
c) Total Exemptions. (Sum of L	\$					
4. Net taxable charges for lodging	accommodations (Line I – Line c)	\$				
5. City excise tax – 8% of Line 4		\$				
6. Tax amount claimed by 3 <sup>rd</sup> party	management company (from below	w)\$				
7. Line 5 – Line 6\$						
	's compensation, provided the amou					
is not delinquent when paid. If 3	$^{ m rd}$ party management co. files, enter	r -0 \$				
9. Net tax payable to the City of H	elen (Line 7 – Line 8)	\$				
10. Late penalty $-5\%$ of the tax due	e or \$5.00 whichever is greater for					
	delinquency, not to exceed 25% or					
	reater					
	or fraction thereof compound from					
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unin para						
12 TOTAL AMOUNT DEPORTED	D AND REMITTED TO THE CITY	v ¢				
	O BY 3 <sup>RD</sup> PARTY MGMT CO (Lin					
13. TOTAL AMOUNT REMITTED	DB13 PARTI MOMT CO (LIII	.e o) \$				
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Mail Return and Payment to: City o						
	Box 280	25 Alpenrosen Strasse				
Helen	n, GA 30545	Helen, GA 30545				
		TO THE DECT OF MA				
	INED THIS RETURN, AND IT IS					
KNOWLEDGE AND BELIEF A T	RUE AND COMPLETE RETURN	FOR THE PERIOD.				
	D					
Signature	Print or Type Name	Title				
List all 011 addragges, apling travel	company name and amount receive	od by company (Use added pages as				
List all 911 addresses, online travel	company name and amount receive	ed by company. (Use added pages as				
iecessarvi						

necessary)

911 Address	Online company (VRBO, AirB&B, Expedia, etc.)	Gross Amount Paid by Company	Occupancy Tax Paid by Company
TOTAL AMOUNT RECEIVED		\$	\$
		Place amount on Line 2	Place amount on Line 6