



**CITY OF YORK  
ACCOMMODATIONS TAX REPORTING FORM**

Taxpayer / Name of Business \_\_\_\_\_

Address \_\_\_\_\_

Retail License # \_\_\_\_\_

Month, Year of Report \_\_\_\_\_

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

- |  |          |
|--|----------|
| 1. Gross proceeds  | \$ _____ |
| 2. Multiply above number by 3%   | \$ _____ |
| 3. <i>Subtotal</i>   | \$ _____ |
| 4. Add Penalty of 5% (if payment is not remitted by the 20th)  | \$ _____ |
| 5. The result is the amount to be remitted to the CITY OF YORK, and not the SC Department of Revenue | \$ _____ |

The 3% Accommodations Tax is to be remitted to the City on a monthly basis, along with this form. It is due by the 20<sup>th</sup> day of the month and should cover the tax due for the previous month.

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

**Please send your check made payable to the City of York to the address below:**

City of York - Accommodations Tax  
P.O. Box 500  
York, SC 29745

This sheet may be reproduced and included with your monthly remittance to the City.

If you need assistance completing this form, or have any questions, please contact Jeff Wilkins, City of York Finance Director at 803-684-2341 or [jwilkins@yorksc.gov](mailto:jwilkins@yorksc.gov).

Revised: 3-20-2023