ST. MARY'S COUNTY, MARYLAND
Department of Finance
Commissioners of St. Mary's County
P.O. Box 653
41770 Baldridge Street
Leonardtown, MD 20650
301-475-4200 EXT. 71240

PUBLIC ACCOMMODATIONS TAX REPORT
MONTHLY REMITTANCE

_____ _____
MONTH YEAR

Business Name (Hotel/ Motel)_____

Mailing Address_____
Number Street

_____
City State Zip Code

Contact Person _____

Telephone Number_____

1. Gross Receipts from Transient Charges……$_____

2. Public Accommodations Tax Collected……..$_____
(5% of Line 1)

3. Deduct: Administrative Cost Discount……$_____
(1% of Line 2 **only if tax report is postmarked on or before 21st day of following month**)

4. Add: Interest Charge ……..……..$_____
(0.5% of the unpaid tax on Line 2 for each month or fraction of a month if the return is late, after the 21st day of the following month)

5. Add: Penalty Charge ……$_____
(10% of the unpaid tax on Line 2 if not paid within (30) days of payment due date)

6. Total Public Accommodations Tax Due……$_____
(including applicable interest and penalty)

I declare under penalty of perjury that this return (including any accompanying schedules and statements) have been examined by me and to the best of my knowledge and belief is a true and complete return.

. **Penalty charges and interest will be assessed if tax report is postmarked after the 21st day of the following month.**

Make check or money order payable to:
Commissioners of St. Mary's County

Signature_____
Position _____
Date_____

Mail or Deliver Completed Form to:
Department of Finance
41770 Baldridge Street, PO Box 653
Chesapeake Building
Leonardtown, Maryland 20650

For assistance in preparing your report, please contact the County Accounting Office at 301-475-4200 ext. 71240.