

**CITY OF MARYVILLE FINANCE DEPARTMENT**

406 W. Broadway Ave.  
Maryville, Tennessee 37801  
(865) 273-3457

**IMPORTANT**

This return must be filed by the 20th of the month following the month for which the tax is due to avoid penalty. The return should be prepared on a computer or filled out plainly with ink. To prepare on your computer save this form to your desktop and then open it with Adobe Acrobat. Fill it out and save it to your desktop again, print, sign and submit.

*Taxpayer must file return even though no tax is due to the Finance Department.*

**Business Name and Address**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Account Number \_\_\_\_\_  
Receipt Number \_\_\_\_\_  
Phone Number \_\_\_\_\_

**HOTEL AND MOTEL TRANSIENT OCCUPANCY TAX**

Report for Calendar Month: \_\_\_\_\_ Total Rooms for Rent: \_\_\_\_\_

- 1. Gross Rent for Occupancy of Rooms \$ \_\_\_\_\_
- 2. Deductions for Permanent Residents of 30 continuous days or more (read definition on addendum carefully) \$ \_\_\_\_\_
- 3. Net Taxable Rents: Line 1 minus Line 2 \$ \_\_\_\_\_
- 4. Tax Due: 1% of Line 3 \$ \_\_\_\_\_
- 5. Operator's Compensation: Deduct 2% of Total Tax (line 4) **only when return and amount of tax are not delinquent at time of payment.** \$ \_\_\_\_\_
- 6. Total Tax Due \$ \_\_\_\_\_
- 7. COMPUTATION OF INTEREST & PENALTY FOR LATE REPORT
  - (a) Interest @ 12% Per Annum \$ \_\_\_\_\_
  - (b) Penalty @ 1% Per Month \$ \_\_\_\_\_  
or fraction thereof
  - (c) Total Interest & Penalty \$ \_\_\_\_\_
- 8. TOTAL TAX AND PENALTY DUE (Lines 6 plus 7 (c)) \$ \_\_\_\_\_
- 9. Add Debit Memo \$ \_\_\_\_\_
- 10. Subtract Credit Memo \$ \_\_\_\_\_
- 11. Amount Paid with this Return \$

**MAKE CHECK OR MONEY ORDER PAYABLE TO: CITY OF MARYVILLE**

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

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Owner, President, Partner, or Authorized Representative)