



SAMUEL B. CROOM, Tax Administrator

P.O. Box 875, 111 S. Washington Street, Greenville, North Carolina 27835

**PITT COUNTY OCCUPANY TAX**  
**(TO BE FILED WITHIN 20 DAYS FROM THE CLOSE OF EACH MONTH)**

Reporting month  Year

Tax ID#

Trade Name (DBA)

Owner name

Contact number

Street Address

Mailing Address

Municipality  County only

1. Gross Retail Receipts (excluding sales taxes)	<input type="text"/>
2. Sales Reported for online Travel Companies (OTC)	<input type="text"/>
3. Less: Non-occupancy related receipts	<input type="text"/>
4. Less: Occupancy receipts after 90 consecutive days	<input type="text"/>
5. Net retail receipts subject to tax	<input type="text"/>
6. Occupancy tax due (line 5 multiplied by 6%)	<input type="text"/>
7. Penalty due (if applicable)	<input type="text"/>
8. Credit Due (excess tax previously submitted)	<input type="text"/>
9. Total Tax Due	<input type="text"/>

Certification: I certify this report is, to the best of my knowledge and belief, a true and complete report for the month indicated.

Date:

Signature:

## INSTRUCTIONS

**Reports must be filed or US postmarked on or before the twentieth (20th) of the month following the month in which the tax accrues.** Taxes shown to be due including late penalties (if applicable) must be remitted with the report. Penalties will be imposed if payment is not paid when due.

Complete the form according to the instructions below.

Sign, date and remit payment by check or money order to Pitt County Tax Collector. **DO NOT SEND CASH**

Line 1. Enter gross retail receipts (includes all taxable & non-taxable receipts)

Line 2. Enter gross retail receipts reported from Online Travel Companies (OTC)/Facilitators

Line 3. Non-occupancy related receipts are receipts from retail sales that are not derived from rentals of any sleeping room or lodging furnished; receipts for which business did not collect a sales tax due to a statutory exemption.

Line 4. Occupancy receipts after 90 consecutive days are those receipts derived from the rental of a room(s) to the same person for more than 90 consecutive days of rental

Line 5. Line 1 plus line 2 less lines 3 and 4

Line 6. Line 5 multiplied by 6% (.06)

Line 7. Enter Line 6 multiplied by 5% if failure to file return is less than one (1) month. Add additional 5% or each additional month or fraction thereof. Add 10% of the tax for failure to pay tax when due.

Line 8. Less taxes previously paid (Example: occupancy taxes already paid for rental originally intended for less than 90 consecutive days by extended beyond that time period).