

Retain this portion for your records.

Month  
Check #  
Check Date  
Total Sales  
4% Tax  
Failure to File Penalty 5%  
Failure to Pay Penalty 10%  
Adjustments  
Total Paid

**Make Check payable to:  
Haywood County**

**Mail to:  
Haywood County Finance Department  
215 N. Main St., Waynesville, NC 28786**

### HAYWOOD COUNTY OCCUPANCY TAX REPORT

|   |                                   |
|---|-----------------------------------|
| <u>ID #</u>   | <u>Business Name</u>              |
|   | <u>For Calendar Month</u>         |
| <b>Reminder:<br/>Accounts are<br/>subject to<br/>audit.</b> | Total Sales Excluding Tax _____   |
|   | Occupancy Tax (4% of Sales) _____ |
|   | Failure to File Penalty 5% _____  |
|   | Failure to Pay Penalty 10% _____  |
|   | Adjustments _____                 |
|   | Total Due Haywood County _____    |

CERTIFICATION: I certify that to the best of my knowledge this is a true and complete report.

|             |               |              |
|-------------|---------------|--------------|
| <u>Date</u> | <u>Signed</u> | <u>Title</u> |
|-------------|---------------|--------------|

Must be signed by Owner, Partner or Authorized Officer

**Mail to:  
Haywood County Finance Department  
215 North Main Street, Waynesville, NC 28786**