



Florence County Local Accommodations Tax Guide

**Florence County
Finance Department
City-County Complex
180 North Irby Street
Florence, South Carolina 29501
Telephone (843) 665-3013**

**Please remit to Florence County Finance Department by the 20th
day following the end of the reporting period to avoid penalty.**

The Florence County Finance Department has revised the Local Accommodations Tax remittance booklet. This package contains preprinted vouchers for each month. For your convenience, we have also included a form for notification of change in the address/business location or closing.

Mail Coupons to:

**Florence County Finance Department
180 North Irby Street MSC-H
Florence, South Carolina 29501**

Questions call:

Ashley Harriott (843) 665-3013

Important Notice

The Florence County local accommodations tax applies to all receipts collected on any room (excluding meeting and conference rooms), campground spaces, recreational vehicle spaces, lodgings or sleeping accommodations furnished to transients by any hotel, inn, condominium, motel, "bed & breakfast", residence, or any other place in which rooms, lodgings, or sleeping accommodations are furnished for consideration within Florence County, South Carolina. The gross proceeds derived from the lease or rental sleeping accommodation supplied to the same person or persons for a period of thirty (30) continuous days are not considered proceeds from transients.

Payment of the accommodations tax shall be the liability of the consumer of the services. The tax shall be paid at the time of delivery of the service to which the fee applies and shall be collected by the provider of the services. The provider of the services shall remit the accommodations fees due by the 20th of the following month. The provider of the services shall remit the accommodations tax based on the following reporting periods: (Please indicate on the coupon the method used.)

- **Monthly: If tax averages more than \$50/month** (Due by the 20th of the following month)
- **Quarterly: If tax averages between \$25 and \$50/month** (January – March due by April 20th; April – June due by July 20th; July – September due by October 20th; October – December due by January 20th)
- **Annually: If tax averages less than \$25/month** (January – December due by January 20th)

The preparer must sign each coupon. A separate coupon must be submitted for each rental location (hotel, motel or other lodging establishment). **The preparer's signature certifies that all information submitted is correct and in accordance with the requirements of the Florence County ordinance. Failure to pay on time carries a 5% per month penalty and fines up to \$500.**



Florence County
Local Accommodations Tax
Notification of Change

Complete only the portion of this form that is applicable and mail to:

Florence County Finance Department
180 North Irby Street MSC-H
Florence, South Carolina 29501

Florence County
A-Tax Number: _____

Business Name: _____

Business Address: _____

OUT OF BUSINESS OR CHANGE OF OWNERSHIP

Date of Sale or Closing: _____

New Business Name: _____

New Owner's Name: _____

CHANGE OF ADDRESS AND/OR TRADE NAME

New Trade Name: _____

Date of Change: _____

New Location Address: _____

Date Business Moved: _____

New Mailing Address: _____

Signature

Date



**Florence County
Local Accommodations Tax
Initial Filing Form**

For Office Use Only

Accommodations Number: _____

Date: _____ **Initials:** _____

Complete this form and mail to:

Florence County Finance Department
180 North Irby Street MSC-H
Florence, South Carolina 29501

Owner/Charter Name: _____

Trade Name: _____
(Doing Business As)

Federal Identification Number: _____

State License Number: _____

Location Address: _____

Mailing Address: _____

Contact Person: _____

Telephone Number: _____

Signature

Date

CONTACT INFORMATION

Please email forms to: Florence County Finance Office at
aharriott@florencecountysc.gov or **Mail to:** *Florence County
Finance Office, City-County Complex, 180 N. Irby Street MSC-H.,
Florence, SC 29501*

Florence County Government
Finance Office
Ashley Davison, Finance Director
City-County Complex
180 North Irby Street MSC-H
Florence, SC 29501
Phone: 843-665-3013
Fax: 843-665-4515
adavison@florencecountysc.gov



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