



## Lancaster County Local Accommodations Tax Reporting Form

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Remittance for the month of: \_\_\_\_\_

To calculate the 3% Local Accommodations Tax, please use the formula below:

1. Take Line 3, Column C from your Sales, Use, & Accommodations and Local Option Tax Return \$ \_\_\_\_\_
2. Multiply this number by 3%     X    0.03
3. The result is the amount to be remitted to Lancaster County \$ \_\_\_\_\_

The 3% accommodations tax is to be remitted to Lancaster County on a monthly basis, along with this form, and is due by the 20<sup>th</sup> of the month. The tax is based on tax collected from the previous month.

Any tax not remitted by the 20<sup>th</sup> day of the month is subject to a 5% penalty.

Please send your check made payable to Lancaster County to:  
Lancaster County Finance Department  
PO Box 1809  
Lancaster, SC 29721-1809

*Please reproduce this sheet and include it with your monthly remittance to the county.*