



**CITY OF ORANGEBURG  
HOSPITALITY TAX MONTHLY REPORT**

Finance Department  
PO Box 387  
Orangeburg, SC 29116  
(803) 539-3750

**BUSINESS INFORMATION**

Business Name \_\_\_\_\_ Business License # \_\_\_\_\_

dba (if applicable) \_\_\_\_\_ Contact Name & Number \_\_\_\_\_

**CALCULATION OF HOSPITALITY TAX**

**FOR PERIOD ENDING** \_\_\_\_\_  
Month/Year

Gross Proceeds from the sale of prepared food and beverages \$ \_\_\_\_\_ (A)

Hospitality Tax rate of 2% multiplied by line A (line A x 0.02) \$ \_\_\_\_\_ (B)

Penalty Due on Delinquent Tax (line B x 5% or 10%) \$ \_\_\_\_\_ (C)  
5% penalty for payments made on the 21<sup>st</sup> – 31<sup>st</sup> of month due  
10% penalty for payments made after month end

**Total Taxes and Penalty (if applicable) Due (Line B + Line C)** \$ \_\_\_\_\_ (D)

Taxes and penalties must be remitted to the City via mail or online at [www.orangeburg.sc.us/pay-apply](http://www.orangeburg.sc.us/pay-apply) monthly by the 20<sup>th</sup> for the prior month's total collection. Each remittance must be accompanied by a completed Hospitality Tax Monthly Report.

**I certify that the information included on this report and any corresponding attachments are a true and accurate representation of proceeds for this business.**

**Owner/Authorized Representative Signature** \_\_\_\_\_

**Printed Name and Title** \_\_\_\_\_ **Date** \_\_\_\_\_

PLEASE RETURN THIS COMPLETED MONTHLY REPORT AND HOSPITALITY TAX TO:  
**CITY OF ORANGEBURG – PO BOX 387 – ORANGEBURG, SC 29116-0387**