

**HOTEL TAX
1% AND 2%**

Read instructions on reverse side
This report *must be received by the North Little Rock City Clerk and Collector*
On or before the 20th day of the month
(Otherwise add Penalty as instructed on reverse side)

**CITY OF NORTH LITTLE ROCK
DEPARTMENT OF ADVERTISING AND PROMOTION
GROSS RECEIPTS TAX MONTHLY REPORT**
Required by NLR Ord. 4990, 5503, 4530 and 4882

RETURN THIS COPY FOR PROPER CREDIT

For the month of _____, 20__

Business Name _____

Owner (and/or) corporation name _____

Physical address of business _____

NOTICE
Make checks payable to the
City of North Little Rock
Mail to:

City Clerk and Collector
P. O. Box 5757
North Little Rock, AR 72119

COMPUTATION OF TAX

1. Gross receipts _____ \$ _____
(Total of cash receipts and credit sales) See reverse side, Instruction No. 1

DEDUCT:

2. Returned sales or refunds, if applicable _____ \$ _____

3. Other deductions as authorized by law _____ \$ _____

(MUST BE DETAILED ON REVERSE SIDE See Instruction No. 7)

NOTICE
Total taxable receipts shown on this report
must agree with total amount reported to
the State Revenue Commissioner

Amount reported to State Revenue
Commissioner \$ _____

Attach remittance before mailing
CHECK OR MONEY ORDER only
Do not mail cash or stamps

Total deductions _____ \$ _____
Taxable receipts _____ \$ _____
Tax due (1%) \$ _____ Tax due (2%) \$ _____
Less 2% of tax \$ _____ Less 2% of tax \$ _____
Penalty (10%) \$ _____ Penalty (10%) \$ _____
Total Tax and Penalty \$ _____ Total Tax and Penalty \$ _____
Memorandum of Credit (attached) _____ \$ _____
Total remittance attached (1% plus 2%) _____ \$ _____

NOTE: Remittance MUST be made with separate checks or money orders

"I hereby state, avow and/or affirm that the statements contained herein are full, true, and correct, as required by the provisions of Ark. Code Ann. § 26-18-201 *et. seq.*"

Date this report was prepared _____, 20__

(Signature of Owner, Officer or Authorized Agent)

(Printed name of Owner, Officer or Authorized Agent, and Title)

INSTRUCTIONS

1. All information supplied in this report should be on the basis of actual records and all records, including books of account, invoices, credit memoranda, refund slips and all other evidence of every kind which will substantiate and prove the accuracy of the return as made on this form are required to be kept for three (3) years, and open to the examination of the North Little Rock City Clerk & Collector, or agent.
2. Unless otherwise specially instructed the total receipts to be reported in this return for the purpose of computation of tax due are the gross receipts of such business, including both CASH RECEIPTS AND CREDIT SALES. (Item 1 of return.)
3. The return on this form is required to be DELIVERED to the North Little Rock City Clerk & Collector on or before the 20th DAY OF EACH MONTH and is for the PRECEDING CALENDAR MONTH. UPON FAILURE TO MAKE AND DELIVER THE RETURN WITHIN THE TIME MENTIONED, A PENALTY OF TEN (10%) PER CENT OF THE TAX SHOULD BE ADDED. "Failure to pay this tax subjects one to possible criminal charges and a **fifty dollars (\$50.00) per day late penalty** which will be sought if the collection of these taxes requires a law suit."
4. The tax should be remitted with this return so as to be received by the North Little Rock City Clerk & Collector before the 20th day of each month. FAILURE TO REMIT TAX BY THE 20TH OF EACH MONTH, OR THE FILING OF AN UNCOLLECTIBLE REMITTANCE (CHECK OR OTHERWISE), REQUIRES THE ADDITION OF TEN (10%) PER CENT OF THE AMOUNT OF THE TAX AS A PENALTY.
5. No cause for the failure to make and deliver this return and/or to remit the tax within the time required shall be considered UNLESS THE PENALTY OF TEN (10%) PER CENT OF THE TAX IS REMITTED. If such penalty is remitted the taxpayer may state cause for the failure to make such return and/or remit the tax within the time required, and if such cause is a reasonable one, credit will be given for the amount of such penalty on subsequent taxes collected. State any cause below.

6. Acceptance by the North Little Rock City Clerk & Collector of tax remitted with any return shall not be conclusive as to the correctness of the matters set forth by the taxpayer in the return and shall not be finally determinative of the amount of tax liability.
7. Total "OTHER DEDUCTIONS" claimed in Item 3 of this return must be itemized, with each item identified and shown in separate amounts in the space provided below.

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