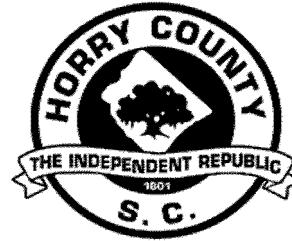


TREASURER OF HORRY COUNTY
RODDY DICKINSON

HOSPITALITY FEE DEPARTMENT
211 Beaty Street
Conway, SC 29526

Website: www.horrycounty.org



Mailing Address: PO Box 1275
Conway, SC 29528
Phone: (843) 915-5220
Fax: (843) 915-6220

Dear Business:

Enclosed is your Horry County Hospitality Fee remittance booklet. This booklet includes preprinted remittance forms for the upcoming year, peel-off return labels, and other general information for your review. The enclosed preprinted remittance form(s) currently show your county hospitality fee account number, your business name, and your physical business location address. Please verify all preprinted information carefully. If the information is not correct, please call us at 843-915-5220 so we may adjust your account accordingly.

All hospitality fee remittance forms, payments, and other correspondence must be mailed to: **Horry County Treasurer's Office, Hospitality Fee Department, PO Box 1275, Conway, SC 29528.** For your convenience we have provided self-addressed return labels.

Business Change - Notification Form:

A "Business Change Notification Form" has been included in your booklet to report future address changes, closure of a business, or a change in ownership. Changes must be registered in the Hospitality Fee Department within five (5) days prior to its legal transfer or closure. The form can be faxed to us at (843) 915-6220.

All remittance forms and payments are due by the 20th of the following month (due date is indicated on the top right-hand corner of each form) before penalty applies. A ten percent (10%) penalty applies if the remittance is postmarked **by the US Post Office** after the 20th (up until the end of the month due). A twenty percent (20%) penalty applies if the remittance has a US Post Office postmark after the stated month due.

All forms must be filed. If you have "zero" gross income for a month (or a series of months) the signed remittance form(s) must be mailed in with 'zero' indicated. You can submit a range of 'consolidated' zero months on one form labeling the applicable months where the month/year normally resides. (This consolidated "zero" remittance form must be mailed by the due date of the first zero month in order to prevent your account from becoming delinquent.)

Business Audits: Business financial audits will be scheduled and conducted in accordance with the Hospitality Fee Ordinance (# 105-96, as amended). Selected businesses shall be notified in writing twenty-four (24) hours prior to the on-site audit. Discrepancies or violations of the ordinance, as result of the audit, are subject to fine(s) and/or imprisonment. In some cases the cost of conducting the audit shall be added.

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Quarterly and Yearly Business Filers: The South Carolina State guidelines (Act 419 Part 2, Section 63 (HB4700 Amends 6-1-570 and 6-1-770) indicate the allowable breakdown for business reporting purposes based on an estimated amount of **average tax** (fee) and is as follows:

| | |
|----------------------------|----------------|
| More than \$50.00 a month | File Monthly |
| \$25.00 to \$50.00 a month | File Quarterly |
| Less than \$25.00 a month | File Annually |

A change in your County Hospitality Fee reporting status from a monthly filer to a quarterly or yearly filer in accordance with the above state guidelines can be made by notifying the Hospitality Fee Department. The responsibility of a reporting status change shall reside upon the reporting business. If at any time a business falls outside the above stated guidelines and does not pay in accordance to the set state and county parameters they shall be subject to penalty as so outlined by the Horry County Hospitality Fee Ordinance.

Hospitality Fee Exemption - Long Term Accommodations Rentals: If your property or condo unit is being rented to the same patron, at the same unit location, for 90 consecutive days (or over) that specific patron (only) is exempt from the hospitality fee. If all your renters are long term (90 consecutive days or over) you are **not** subject to the county hospitality fee. Please contact the Hospitality Fee Department to close your account.

Horry County Business License (ordinance#88-99). All businesses or individuals doing business in the unincorporated areas (outside the city limits) of Horry County are required to obtain the Horry County Business License. (Exemption - Property Rental Only: If your combined gross income from your rental unit(s) is less than \$10,000 per year, you are not required to obtain a County license). Please call the **Business License Department at (843) 915-5620** to acquire a business license application.

Other Requirements:

All business must register with SC Department of Revenue at 803-898-5000. If your business is located inside the city limits, you will need to contact your local municipality as well.

Thank you,

Sincerely,

Roddy Dickinson

Roddy Dickinson
Horry County Treasurer