



Town of Bluffton  
Hospitality/Local Accommodations Tax Division  
P.O. BOX 386  
20 Bridge Street  
Bluffton, SC 29910  
Telephone: (843) 706-4501  
Fax: (843) 706-4503

Dear Business Owner:

The enclosed Local Accommodation Tax coupons are provided to facilitate accurate, timely reporting and remittance of taxes that must be collected by businesses in the hospitality industry. If you require any additional assistance or information, please contact us at the mailing address, telephone number, or e-mail address shown below.

The three percent (3%) Local Accommodations Tax applies to all gross receipts derived from the rental of any rooms (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 the Town. The gross proceeds derived from the lease or rental of sleeping accommodations supplied to the same person or persons for a period of ninety (90) consecutive days are not considered proceeds from transients.

Payment of the Local Accommodations Tax shall be the liability of the consumer of the services. The Local Accommodation Tax shall be paid at the time of delivery of the services to which the tax applies and shall be collected by the provider of the services who shall remit the Local Accommodations Tax based on the reporting period indicated on the coupon provided. The due date is the 20th of the month following the quarter being paid.

Each coupon must be signed by the preparer. The preparer's signature certifies that all information submitted is correct and in accordance with the requirements of the Town of Bluffton. Coupons must be submitted quarterly whether or not the gross receipt for the month is zero. Failure to pay the Local Accommodation Fees by the due date results in the assessment of a 5% penalty and penalties will continue to accrue at 5% per month until paid in full.

Mail Coupons to: Town of Bluffton  
Hospitality/Accommodation Tax Division  
P.O. BOX 386  
Bluffton, SC 29910

Questions: CALL: (843)706-4501 E-Mail: [businesslicense@townofbluffton.com](mailto:businesslicense@townofbluffton.com)

Sincerely,

Business License Department

For Your Records:

Coupon Number: \_\_\_\_\_

Due Date: \_\_\_\_\_

Check Number: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Amount: \_\_\_\_\_

Coupon No. _____	Due Date: _____
<b>Town of Bluffton Local Accommodations Tax</b>	
Location: _____	
Accommodations License: _____	
Owner: _____	
Customer ID: _____	
<p><i>Failure to pay the full amount on time results in a 5% per month penalty until paid.</i></p>	

<b>Accommodations Tax Calculation</b>	
Period: _____	_____
Gross Receipts from Rental of Transient Accommodations: \$	_____
Town of Bluffton	3% = _____
Penalty Amount	= _____
Total Amount Due	= _____
Signature: _____	
<b>MAKE CHECKS PAYABLE TO : Town of Bluffton</b>	