



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

The Local Hospitality Tax applies to all gross receipts collected on the gross sales price of prepared meals, food and beverages sold in establishments, or sales of prepared meals, food and beverages sold in establishments licensed for on-premise consumption of alcoholic beverages, beer or wine.

The two percent (2%) tax is imposed on every person engaged in the business of furnishing food and beverage services, whether dine in or take out, within the municipal limits of the Town of Bluffton. The tax applies to all restaurants, convenience stores, fast food outlets, grocery stores, and any other establishment preparing and/or serving food and/or beverages within the municipal limits of the Town of Bluffton.

Payment of the hospitality tax shall be the liability of the consumer of the services. The 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 Hospitality 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's Hospitality Ordinance. Coupons must be submitted quarterly whether or not the gross receipt for the quarter is zero. Failure to pay the Local Hospitality Tax by the scheduled due date, results in the assessment of a 5% penalty and penalties will continue to accrue at 5% per

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

Sincerely,

Business License Department

For Your Records:

Coupon Number: _____

Due Date: _____

Check Number: _____

Date Paid: _____

Amount: _____

Coupon No. _____	Due Date: _____
Town of Bluffton Local Hospitality Tax	
Location: _____	
Hospitality License: _____	
Owner: _____	
Customer ID: _____	

Failure to pay the full amount on time results in a 5% per month penalty until paid.

Hospitality Tax Calculation

Period: _____ — _____

Gross Receipts from the Sale of prepared Food and Beverages: \$ _____

Town of Bluffton 2% = _____

Penalty Amount = _____

Total Amount Due = _____

Signature: _____

**MAKE CHECKS PAYABLE TO :
Town of Bluffton**