

FOR CITY USE ONLY

Date _____

Check _____

CITY OF POCAHONTAS GROSS RECEIPTS TAX MONTHLY REPORT

Required by City Ordinance # 2006-03

Return This Copy For Proper Credit

Permit No. _____

FOR THE MONTH: _____ 20_____

BUSINESS NAME: _____

OWNER'S NAME: _____

BUSINESS ADDRESS: _____

_____ ZIP CODE _____

~~NOTICE~~

Make Checks Payable To:
**CITY ADVERTISING AND
TOURIST PROMOTION FUND**

Mail To:
**CITY CLERK
P.O. BOX 896
POCAHONTAS, AR 72455**

TYPE OF BUSINESS: _____ BUSINESS PHONE _____

- 1. GROSS RECEIPTS (Total Cash & Credit Sales)..... \$ _____
- 2. DEDUCTIONS..... \$ _____
- 3. TAXABLE RECEIPTS..... \$ _____
- 4. TAX DUE (2% of Taxable Receipts)..... \$ _____
- 5. LESS DISCOUNT (2% of Tax Due)..... \$ _____
- 6. PENALTY (see instructions on back)..... \$ _____
- 7. TOTAL TAX and PENALTY..... \$ _____
- 8. THIS REMITTANCE..... \$ _____

I hereby state and affirm that the statements contained herein are full, true, and correct as required by City Ordinance #510 and provisions of Arkansas Gross Receipts Tax Law (Act 386 of 1941 & Act 185 of 1965) which establish the rules and regulations for assessment, administration, collection, and enforcement of the Tax.

(Must be signed by Owner or Authorized Agent)

Date this report prepared

INSTRUCTIONS

BY AUTHORITY OF ORDINANCE # 510 OF THE CITY OF POCAHONTAS, ARKANSAS

1. A tax of two percent (2%) is levied upon the gross receipts from the renting, leasing or otherwise furnishing of hotel or motel, or short-term rental accommodations for profit in the City and upon the gross receipts of restaurants, cafes, cafeterias, delis, drive-in restaurants, carry-out restaurants, permanent concession stands, convenience stores, grocery store-restaurants, and similar businesses, from the sale of prepared food and beverages for on-premise or off-premise consumption,
2. The provisions of Act. No. 386, Acts of Arkansas of 1941, as amended, together with the rules and regulations thereunder, shall, so far as practicable, apply to the administration, collection, assessment and enforcement of the tax.
3. The tax shall be collected from the purchaser or user of the food or accommodations by the person, firm, corporation, association, trust or estate (or other entity of whatever nature) selling such food or furnishing accommodations (the "taxpayer"). The tax for the preceding calendar month is due on the first day of the month. The taxpayer shall remit to the City Clerk on or before the fifteenth (15th) day of each month all collections of the tax for the preceding month, accompanied with the report prescribed by the City Clerk.
4. All information supplied in the 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 report as made on this form are required to be kept for six (6) years, and open to the examination and audit by the City of Pocahontas.
5. The report is required to be delivered to the City Clerk on or before the 15th day of each month and is for the preceding calendar month. Reports may be mailed to P.O. Box 896 or hand-delivered to 410 N. Marr Street, Pocahontas, AR 72455. The taxpayers failure to file any report at all or failure to properly document the taxable gross receipts subjects the taxpayer to an arbitrary assessment of the tax by the City. The taxpayer will have the burden of refuting such an assessment.
6. As a result of the taxpayers failure to file a report with the City Clerk on or before the 20th day of each month, unless it is shown that the failure is due to reasonable cause and not willful neglect, there shall be added to the amount required to be shown as tax on the report five percent (5%) for each additional month or fraction thereof, during which the failure continues, not exceeding thirty-five percent (35%) in the aggregate.
7. The tax owed should be remitted with the report and, if the report and tax are sent so as to be received by the City Clerk before the 20th day of each month; two percent (2%) of the amount of the tax may be taken as a discount. Failure to remit the tax owed or deliver the report by the 20th day of each month, or the filing of uncollectible remittance (check or otherwise) precludes the two percent (2%) discount and also require the addition of ten percent (10%) of the amount of the tax as a penalty.
8. As a result of the taxpayers failure to pay the amount shown as tax on the report to the City Clerk on or before the 20th day of each month, unless it is shown that the failure to pay is due to reasonable cause and not willful neglect, there shall be added to the amount to be shown as tax on the report five percent (5%) of the amount of the tax if the failure is for not more than one (1) month, with an additional five percent (5%) for each additional month or fraction thereof, during which the failure continues, not exceeding thirty-five percent (35%) in the aggregate.
9. Notwithstanding anything herein contained to the contrary, the taxpayer may be charged such other additional or alternative penalties as are prescribed from time to time applicable to the failure to file a report or remit a tax due on or before the 20th day of each month. Furthermore, any tax owed which is not paid when due is delinquent and interest at the rate of ten percent (10%) per annum shall be collected on the total tax delinquency from the date the report for the tax was due to be filed until the date of payment.
10. Acceptance by the City Clerk, on behalf of the Pocahontas Advertising and Tourist Promotion Fund of tax remitted with any report shall not be conclusive as to the correctness of the matters set forth by the taxpayer in the report and shall not be a final determination of the amount of tax liability. No cause for the failure to make and deliver the report and/or to remit the tax within the time required shall be considered unless any applicable penalty is remitted. If such penalty is remitted, the taxpayer may state cause for the failure to make such report 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 for delay on space at the end of the instructions or attach extra pages if necessary.