



Make checks payable to: North Little Rock  
Advertising & Promotion Commission  
ATTN: Accounting Dept.  
PO Box 5511  
North Little Rock, AR 72119  
*RETURN THIS COPY FOR PROPER CREDIT*  
Questions: 501-404-0148

## Lodging Gross Receipts 3.5% Tax Monthly Remittance Report (Per NLR Ord. #9373)

A & P Tax Permit # \_\_\_\_\_ For Month/Year: \_\_\_\_\_

Business Name (as stated on NLR A & P Permit) \_\_\_\_\_

Owner's/Corporation Name \_\_\_\_\_

Business Physical Address \_\_\_\_\_

### Computation of Tax (\*DO NOT ROUND UP/DOWN AMOUNTS)

- |   |            |
|---|------------|
| 1. Total Lodging Gross Receipts/Sales:  | \$ _____.  |
| 2. A & P Taxes Collected (3.5% of #1):  | \$ _____.  |
| 2a. If remitted by the 20th of the month when taxes are due, SUBTRACT 2% discount:    | -\$ _____. |
| 2b. If remitted after last day of the month, ADD 5% penalty for each month past due): | +\$ _____. |
| 3. Total A & P Tax Remittance:  | \$ _____.  |

I hereby state, avow, and affirm that the statements contained herein are full, true, and correct, as required by provisions of AR Code ANN. § 26-18-201 et. seq. I also agree that the total taxable receipts shown on this report agree with the total amount reported to the State Revenue Commissioner. Acceptance by the NLR A & P Commission 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.

\_\_\_\_\_  
*Signature of Owner, Officer, or Authorized Agent*

\_\_\_\_\_  
*PRINT Name and Title*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*PRINT Email*

\_\_\_\_\_  
*Date*

**1.** All information on this report should be based on actual records which will substantiate and prove the accuracy of the return as made on this form and are required to be kept for three (3) years and open to examination by the North Little Rock Advertising & Promotion Commission or its agent. Unless otherwise instructed, the total receipts to be reported in this return for computation of tax due are the gross receipts on lodging of such business including cash, credit cards, checks, and other payments. DUE DATE: The taxpayer must deliver this form and payment to the NLR A & P Commission on or before the first day of the month following the month tax was collected. (Example: the tax is charged to the customer in January, and is due no later than March 1 to the NLR A & P Commission.)

**2a.** DISCOUNT: The taxpayer must deliver this form and payment to the NLR A & P Commission on or before the 20th of each month for taxes collected the previous month to receive the 2% discount. If tax remittance is mailed, it must be postmarked by the 20th of the month. (Example: the tax is charged to the customer in January, and must be received/postmarked February 20 by the A & P Commission to receive the discount.)

**2b.** PENALTIES & TAX: If the tax is not paid before the last day of the month taxes are due, a 5% penalty will be charged for each month past due up to 35% in aggregate; in addition to the penalty assessed, simple interest on any unpaid A & P Tax shall be assessed at the rate of 10% per annum from the delinquency date. If the tax remittance is mailed, it must be postmarked on or before the last day of the month taxes are due. (Example, the tax is charged to the customer in January, then the remittance to the A & P Commission is March 1. Any date after the 1<sup>st</sup> is late and the penalty is due.