

# St. Helena Parish Sheriff's Office Sales Tax Division

SALES AND USE TAX  
HOTEL/MOTEL OCCUPANCY TAX

This return DUE on the 1st day of month following period covered by the return and becomes DELINQUENT

ACCOUNT #:

MONTH:

PLEASE INDICATE ANY CHANGES BELOW

Date Business Discontinued	Date Business Sold	Name of Purchaser
Business Location Change		Mailing Address Change
Type (Ind. Corp, LLC, LLP, etc.)	Other	Name and Phone of Contact Person

1. GROSS SALES OF TANGIBLE PERSONAL PROPERTY LEASES, RENTALS, AND SERVICES AS REPORTED TO THE STATE OF LOUISIANA	1.	<b>**NOTICE**</b>  COLUMN A = Sales in unincorporated areas of the parish COLUMN B = Sales in Town of Greensburg COLUMN C = Sales in Village of Montpelier COLUMN D = Gross Sales for Hotel / Motel  <b>**NOTICE**</b>			
ALLOWABLE DEDUCTIONS					
2. SALES FOR RESALE OR FURTHER PROCESSING <i>(Resale certificate on file)</i>	2.				
3. CASH DISCOUNT, SALES RETURNS AND ALLOWANCES	3.				
4. SALES DELIVERED OR SHIPPED OUTSIDE THIS JURISDICTION <i>(Doesn't apply to repairs)</i>	4.				
5. SALES OF GASOLINE AND MOTOR FUELS	5.				
6. SALES TO U.S. GOVERNMENT, STATE OF LA., AND ITS POLITICAL SUBDIVISIONS	6.				
7. SALES OF FOOD PAID FOR WITH USDA FOOD STAMPS OR WIC VOUCHERS	7.				
OTHER DEDUCTIONS AUTHORIZED BY LAW (EXPLAIN BRIEFLY)					
8.	8.				
9.	9.				
10.	10.				
11. TOTAL ALLOWABLE DEDUCTION <i>(Line 2 thru 10)</i>	11.				
12. ADJUSTED GROSS SALES <i>(Line 1 minus 11)</i>	12.				
COMPUTATION OF TAXES		PARISH	GREENSBURG	MONTPELIER	HOTEL / MOTEL
		COLUMN A - 5%	COLUMN B - 6%	COLUMN C - 6%	COLUMN D - 2%
13. ADJUST GROSS SALES IN EACH JURISDICTION	13.				
14. PURCHASE SUBJECT TO USE TAX IN EACH JURISDICTION	14.				
15. TOTAL <i>(Line 13 plus line 14)</i>	15.				
16. TAX DUE <i>(Multiply line 15 by % shown in column)</i>	16.				
17. EXCESS TAX COLLECTED	17.				
18. TOTAL TAX DUE <i>(Line 16 plus line 17)</i>	18.				
19. VENDOR'S COMPENSATION <i>(Not allowed at this time due to the requirements of Act 11 of the 2024 Third Extraordinary Session of the Louisiana Legislature.)</i>	19.	0	0	0	0
20. NET TAX DUE <i>(Line 18 minus line 19)</i>	20.				
21. DELINQUENT PENALTY <i>(5% of tax for each 30 days or fraction thereof, 25% max)</i>	21.				
22. INTEREST <i>(1% per month calculated from date due until paid)</i>	22.				
23. TOTAL TAX, PENALTY & INTEREST DUE <i>(Sum of line 20-22)</i>	23.				
24. TAX DEBIT OR CREDIT <i>(Authorized memo must be attached)</i>	24.				
25. TOTAL AMOUNT DUE <i>(Line 23 plus or minus 24)</i>	25.				
26. TOTAL AMOUNT REMITTED <i>(Total of line 25 Columns A, B, C and D)</i>	26.				CHECK NUMBER
27. Prescription Drugs and Qualifying Medical Device Sales	27.				
28. Manufacturing Machinery and Equipment Sales	28.				

I declare under the penalties for filing false reports that this return (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is a true, correct, and complete return. If the return is prepared by a person other than the taxpayer, his declaration is based on all information relating to the matters required to be reported in the return of which he has any knowledge.

**TO AVOID PENALTIES RETURN SHOULD BE TRANSMITTED ON OR BEFORE THE 20TH DAY FOLLOWING THE PERIOD COVERED**

DATE	SIGN HERE	SIGNATURE OF PREPARER OTHER THAN TAXPAYER	REVIEWED BY
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YEAR:

Direct all mail and payments to:  
St. Helena Parish Sheriff's Office  
Sales Tax Division  
PO Box 1205  
Greensburg, LA 70441