

Mississippi Instructions for 72-225 for Fiscal Year 7/01 through 6/02.

General Instructions

This return is for reporting the Occupancy Tax. DO NOT REPORT STATE SALES TAX ON THIS RETURN.

Filling in the return

All dollar amounts should be rounded to the nearest whole dollar (no pennies). Round down to the next lower dollar any figure under \$.50 and round up to the next higher dollar any figure \$.50 and over.

Round to the nearest whole dollar. Do not include pennies.

Sending in the return

Include this return and your check or money order for the amount on Line 5 in the envelope provided with your Sales Tax Return and mail to the **Tax Commission, P.O. Box 960, Jackson, MS 39205.**

Filing Period

Please enter the month(s) and year this return covers using numbers to indicate the month and year.

You must use a standard filing period. The use of any other period may cause a penalty notice to be issued.

Monthly must be 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11 or 12.

Quarters must be 01 to 03 (Jan to Mar), 04 to 06 (Apr to June), 07 to 09 (July to Sept) or 10 to 12 (Oct to Dec).

Annual periods must be 01 to 12 (Jan. to Dec).

Line Item Instructions

Column 1

Enter the total number of days for all occupied rooms.

Column 2

The appropriate rate of tax for each line in Column 1 has been entered for you.

Column 3

Enter the result of multiplying room days (Column 1) by the tax rate (Column 2).

Line 1: Total Tax Due

Enter the total of all entries in Column 3.

Line 2: Penalty

Enter the applicable penalty if the return is filed late. The minimum penalty is 10%.

Line 3: Credit Adjustments

Enter any authorized credit memos. Only credit memos received from the Tax Commission should be entered on this line.

Line 4: Additional Assessments

Enter any additional assessments. Only additional assessments received from the Tax Commission should be entered on this line.

Line 5: Total Due

Enter the net total of Lines 1, 2, 3 and 4.