

TOWN OF IRMO

Local Hospitality Tax

Guide



THE TOWN OF
Irmo
GATEWAY TO LAKE MURRAY

Town of Irmo

7300 Woodrow Street

Irmo, SC 29063

Phone: 803.781.7050

Email: permits@townofirmosc.com

Website: www.townofirmosc.com



**Town of Irmo
Hospitality Tax**

P.O. Box 406, Irmo SC 29063-046
Telephone: (803)781-7050 Ext. 104
Fax: (803)749-2743

Email: permits@townofirmosc.com

RE: LOCAL HOSPITALITY

Dear Business Owner:

On December 15, 2020 Irmo Town Council passed an Ordinance establishing a two percent (2%) for Lexington County Businesses and 1% for Richland County local hospitality tax on prepared meals and/or beverages. The taxes are imposed on gross proceeds. The ordinance states that all affected businesses shall be responsible for collecting local hospitality taxes beginning June 1, 2021.

Enclosed, please find your Town of Irmo Local Hospitality Tax Guide. This guide provides helpful information about the local hospitality tax and includes forms that you will need to submit your taxes. The following forms are included for your convenience:

- Local Hospitality Tax Registration Form
- Frequently Asked Questions
- Local Hospitality Tax Exemption Form
- Local Hospitality Tax Reporting and Computation

This guide also includes a copy of the Adopted Local Hospitality Tax Ordinance, a List of Items Subject to or Excluded from Tax, a Business Change Notification Form and Contact information.

If your establishment does not sell prepared meals and/or beverages intended for immediate consumption, please sign the attached Local Hospitality Exemption Form and either email it to permits@townofirmosc.com, fax it to (803)749-2743 or mail it to Town of Irmo, Attn: Business Office, P.O. Box 406, Irmo SC 29063-046 and we will update our database.

Should you have any questions regarding the Local Hospitality Tax or require further information please feel free to visit our website at www.townofirmosc.com or call 803-781-7050, x 104 or email Karley Lever at permits@townofirmosc.com and we will be glad to assist you.

Sincerely,

Courtney Dennis
Town Administrator

Local Hospitality Tax Guide

- I. Letter to Business
- II. Local Hospitality Tax Registration
- III. Frequently Asked
- IV. Local Hospitality Tax Reporting & Computation
- V. Adopted Local Hospitality Tax
- VI. List of Items Subject to Tax or Items Excluded From
- VII. Local Hospitality Tax Exemption
- VIII. Contact



THE TOWN OF
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HOSPITALITY TAX REGISTRATION FORM

Is this a new business? New Existing

Is food your primary business? Yes No

Is your business located in Lexington County OR Richland County?

Business Information

- Business Name: _____
- Federal Tax ID # _____ SC Sales & Use Tax #: _____
- Physical Address: _____
- Tax Map Number: _____
- Mailing Address: _____
- Date Business Opened: _____
- Work Phone: _____
- Alternative Phone: _____
- Projected Monthly Revenue: _____
- DHEC Permit #: _____ Is Business Seasonal: Yes No

Owner Information

- Owner: _____
- _____
- _____
- _____
- _____
- _____

Hospitality Tax Responsibility

- Name of Person Responsible for Hospitality Tax Payments: _____
- _____
- Mailing Address: _____
- Phone: _____
- _____

Applicant Information

I certify that all information on this registration form, including any attachments, is true and

Signature of Applicant: _____

Printed Name of Applicant: _____

Title of Applicant: _____ Date: _____

Please email this form to: Karley Lever at permits@townofirmosc.com or **Mail**
to: Town of Irmo, Attn: Hospitality Tax, P.O. Box 406, Irmo SC 29063-0406

FREQUENTLY ASKED QUESTIONS

1. What is the Local Hospitality Tax?

A Local Hospitality is a Tax, not to exceed two percent, on the sale of prepared meals and beverages sold in establishments. The tax is authorized in Article 7 of Chapter 1 of Title 6 of the Code of Laws of South Carolina, 1976, as amended, generally referred to as the "Local Hospitality Tax Act". Irmo Town Council has imposed establishing a two percent (2%) for Lexington County Businesses and 1% for Richland County local hospitality tax to provide a dedicated source of revenue and an appropriate and efficient means of funding tourist-related programs, services, facilities, infrastructure and capital improvement projects. It is the Council's intent to enhance the County's appeal to tourists through further development of the County as a destination for tourist related activities.

2. What is considered a prepare meal?

A prepared meal is any food and/or beverage, inclusive of alcoholic beverages, beer and wine, prepared or modified by an establishment, which at the time of sale is ready for consumption.

3. Who is responsible for collecting and remitting the local Hospitality Tax?

Restaurants, bar, and lounges, private clubs, hotels and motels, caters, grocery stores, convenient stores and other food establishments are responsible for collecting this tax from patrons and are required to remit such collections to the local government. Failure to collect taxes does not relieve any business from making the required remittances to the local government.

4. How should the tax be remitted?

The Local Hospitality Tax Act requires the taxes be remitted to Town of Irmo on a **Monthly** basis along with the Hospitality Tax Reporting Form.

5. When will the Hospitality Fee/Tax go into effect and when will my first remittance be due?

Town of Irmo's Local Hospitality Tax is effective on June 1, 2021. The deadline for remittance of the first month's collections will be 5:00 p.m. on the 20th of July 2021. For example, all hospitality taxes collected as of June 30, 2021 are due no later than July 20, 2021. The computation form must be submitted every month even if the amount of tax your business collects is zero.



THE TOWN OF
Irmo
GATEWAY TO LAKE MURRAY

**Town of Irmo, South Carolina Local
Hospitality Tax Reporting Form
Lexington County**

Mail to: Town of Irmo, Hospitality Tax
Post Office Box 406, Irmo, SC 29063

Hospitality Sales Tax Form for Month: _____

Business Name: _____ Physical Location: _____
(Please Print)

Mailing Address: _____ Fed. ID or SS #: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Contact Phone: _____

Monthly Hospitality Tax payments and this reporting form must be remitted to the Town of Irmo no later than the twentieth (20th) day of the month. Any tax not remitted by the due day will be subject to a five percent (5%) penalty.

Computation of Hospitality Tax

- | | |
|---|---|
| 1. Gross Sales of Food and/or Beverages | 1. \$ _____ |
| 2. Gross Sales: _____ X 2% (.02)
<i>From Line 1</i> | 2. \$ _____
<i>(Hospitality Tax)</i> |
| 3. Late Fee per month if not paid by due date
_____ X 5% (.05) X _____
<i>H Tax From Line 2 Number of months late</i> | 3. \$ _____
<i>(Late Fee)</i> |
| 4. Total Local Hospitality Tax Due to Town of Irmo.
<i>(Line 2 + Line 3)</i> | 4. \$ _____
<i>(Total Due)</i> |

Important: Pursuant to the Town of Irmo Hospitality Tax Ordinance, city hospitality taxes that remain unpaid after the due date will be subject to all available procedures under the law, including but not limited to, ordinance summons.

I certify that all the information stated above is true and accurate to the best of my knowledge and belief.

Taxpayer Signature & Title _____ Date _____

Please Print Name & Title _____

For Office Use Only

_____ Assess Late Fee Postmark Date _____



THE TOWN OF
Irmo
GATEWAY TO LAKE MURRAY

**Town of Irmo, South Carolina Local
Hospitality Tax Reporting Form
Richland County**

Mail to: Town of Irmo, Hospitality Tax
Post Office Box 406, Irmo, SC 29063

Hospitality Sales Tax Form for Month: _____

Business Name: _____ Physical Location: _____
(Please Print)

Mailing Address: _____ Fed. ID or SS #: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Contact Phone: _____

Monthly Hospitality Tax payments and this reporting form must be remitted to the Town of Irmo no later than the twentieth (20th) day of the month. Any tax not remitted by the due day will be subject to a five percent (5%) penalty.

Computation of Hospitality Tax

- | | |
|---|---|
| 1. Gross Sales of Food and/or Beverages | 1. \$ _____ |
| 2. Gross Sales: _____ X 1% (.01)
<i>From Line 1</i> | 2. \$ _____
<i>(Hospitality Tax)</i> |
| 3. Late Fee per month if not paid by due date
_____ X 5% (.05) X _____
<i>H Tax From Line 2</i> <i>Number of months late</i> | 3. \$ _____
<i>(Late Fee)</i> |
| 4. Total Local Hospitality Tax Due to Town of Irmo.
<i>(Line 2 + Line 3)</i> | 4. \$ _____
<i>(Total Due)</i> |

Important: Pursuant to the Town of Irmo Hospitality Tax Ordinance, city hospitality taxes that remain unpaid after the due date will be subject to all available procedures under the law, including but not limited to, ordinance summons.

I certify that all the information stated above is true and accurate to the best of my knowledge and belief.

Taxpayer Signature & Title _____ Date _____

Please Print Name & Title _____

For Office Use Only

_____ Assess Late Fee Postmark Date _____

LOCAL HOSPITALITY TAX ORDINANCE

ORDINANCE 20-25: AN PROVIDING FOR A LOCAL HOSPITALITY TAX ON SALES OF PREPARED MEALS AND BEVERAGES IN ESTABLISHMENTS

WHEREAS, the General Assembly of the State of South Carolina amended Title 6, Chapter 1, of the 1976 Code to provide for a local Hospitality Tax, effective July 1, 1997:

NOW, THEREFORE, BE IT ORDERED by the Mayor and Council of the Town of Irmo in Council duly assembled, pursuant to Section 6-1-700, et. Seq. of the Code, as follows:

Section 1 - There is hereby imposed a Local Hospitality Tax of two (2%) percent (Lexington County portion) and one (1%) percent (Richland County portion) on the gross proceeds of the sale of prepared meals and beverages in establishments within the Town of Irmo. Payment of the hospitality tax established hereby shall be the liability of the customer.

Section 2 – The tax imposed by this ordinance shall be collected from the customer when payment for meals or beverages is tendered and shall be held in trust for the benefit of the Town until remitted as provided by Section 3 below.

Section 3 – Payment of Local Hospitality Payment of the hospitality tax established herein shall be remitted by the vendor to the Town of Irmo monthly, along with such return or form as may be established by the Town for such purposes, not later than the fifteenth day of the month and shall cover the tax due for the previous month. Any tax not timely remitted shall be subject to a penalty of five percent (5%) of the sum owed for each month or portion thereof until paid. The failure to collect from the customer the tax imposed by this ordinance shall not relieve the vendor from making the required remittance.

Section 4 – The failure of any vendor subject to this ordinance to remit to the Town the tax imposed by the provisions of this ordinance shall constitute a misdemeanor punishable by a fine of \$500.00, liens filed on the property or both.

Section 5 – There is hereby established a special account to be known as the Local Hospitality Tax Account into which the taxes remitted shall be deposited by the Town and used solely for the purposes provided by law.

Section 6 – This ordinance is subject to the constitution and the laws of the State of South Carolina. If any section, phrase, sentence, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 7 – This ordinance shall become effective on December 15th, 2020 with collections beginning June 1, 2021.

Establishment affected by the Local Hospitality Tax:

Restaurants/Bars/Lounges/Private Clubs/Hotels/Motels/Caterers

All food and/or beverages sales including alcoholic beverages

Convenience Stores/Grocery Stores/Other Food Service Establishments

All food and/or beverage sales prepared or modified and ready for consumption.

What items are taxed?

All food and/or beverages sale prepared or modified for immediate consumption. The following are examples of taxable items:

- Produce (Vegetables, Fruit) cut, sliced, cored, etc., or prepared/modified on site (Ex. Vegetable and Fruit trays)
- Meats and cheese cut, sliced, or prepared on site (Ex. Meat and Cheese
- Trays) Salads made on site
- Sandwiches/subs prepared on site
- Bakery items cooked/bakes on
- site Coffee brewed on site
- Oven ready pizzas (including the sale of individual slices)
- Popcorn made on site
- Food and beverages prepared for catering
- Party platters
- Ice cream prepared on site
- Seafood steamed/cooked on site
- Grilled hamburgers and hot dogs, pizza, nachos, chicken, etc.
- Packaged dinners cooked on site (Thanksgiving Dinner, etc.)
- Fountain drinks, frozen drinks dispensed from a fountain machine, coffee, tea, hot chocolate, cappuccino
- Any food prepared, modified, or cooked on site by an employee or contractor
- Any prepared foods or meals that are subject to South Carolina Sales Tax
- Any served beverage, inclusive of beer, wine, and liquor

*This list serves as an example only and is not an all-inclusive list of taxable items.

What items are exempt from the tax?

- Cold, canned, or bottled drinks
- Consolidating fruit into a basket (Fruit baskets)
- Prepackages items (not prepared or modified on site) consolidated into a larger container to make one package (Gift Basket)
- Repackaged, ready-to-consume meats, cheeses, and deli salads
- Packaged dinners that are not cooked or modified on site
- Items cooked or baked off site without modified on site.
- Ready-to-eat packaged food that a customer re-heats on site (Customer is making food consumable)
- Prepackaged cans, boxes, or jars of food
- Bags of chips, pretzels, nuts, candy or other prepackaged snack food items
- Any alcoholic beverages, including beer and wine that is sold in cans or bottles and is not intended for consumption on the premises.

*This list serves as an example only and is not all-inclusive list of exempt taxable items.

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE 22-03

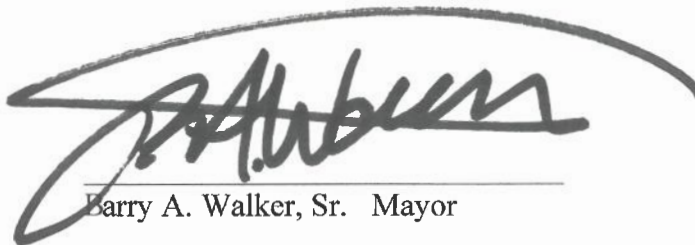
AN ORDINANCE TO AMEND THE LOCAL PAYMENT DUE DATE FROM THE FIFTEENTH DAY OF THE MONTH TO THE TWENTIETH DAY OF THE MONTH FROM ALL ENTITIES THAT COLLECT AND SUBMIT A LOCAL HOSPITALITY TAX ON BEHALF OF THE TOWN OF IRMO.

BE IT ORDERED AND ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF IRMO IN COUNCIL DULY AND LAWFULLY ASSEMBLED, THAT THE TOWN CODE IS AMENDED AS FOLLOWS:

Repeal and replace Section 3 of Ordinance 20-25 with the following:

Section 3 – Payment of the hospitality tax established herein shall be remitted by the vendor to the Town of Irmo monthly, along with such return or form as may be established by the Town for such purposes, not later than the twentieth day of the month and shall cover the tax due for the previous month. Any tax not timely remitted shall be subject to a penalty of five percent (5%) of the sum owed for each month or portion thereof until paid. The failure to collect from the customer the tax imposed by this ordinance shall not relieve the vendor from making the required remittance.

PASSED AND ADOPTED this 15th day of February 2022.


Barry A. Walker, Sr. Mayor

ATTEST:


Renee Caviness, Municipal Clerk

1st Reading: January 18, 2022
2nd Reading: February 15, 2022
Public Hearing: February 15, 2022



THE TOWN OF
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GATEWAY TO LAKE MURRAY

TOWN OF IRMO

permits@townofirmosc.com

The Town of Irmo Hospitality Tax 2023 Remittance Calendar

Monthly Hospitality Tax collected must be remitted by the 20th day of the following month (or the following business day if the 20th falls on a weekend or holiday). For example, Hospitality Tax collected in January must be remitted by February 20th. A full calendar of dates is provided below. Failure to pay the Hospitality Tax on time will result in a 5% per month penalty and could result in your business license being suspended or revoked.

<u>Month</u>	<u>Due Date</u>
January	1/20/23
February	2/20/23
March	3/20/23
April	4/20/23
May	5/22/23
June	6/20/23
July	7/20/23
August	8/21/23
September	9/20/23
October	10/20/23
November	11/21/23
December	12/20/23



THE TOWN OF
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GATEWAY TO LAKE MURRAY

LOCAL HOSPITALITY TAX EXEMPTION FORM

If your establishment does not sell prepared meals and/or beverages intended for immediate consumption, please sign below and email this form to permits@townofirmosc.com.

Business Name: _____

Physical Address:

Telephone Number: _____

I certify that the above referenced establishment within Town of Irmo does not have for sale prepared meals and/or beverages intended for immediate consumption.

Signature: _____

Please email this form to: Karley Lever at permits@townofirmosc.com or
Mail to: Town of Irmo, Hospitality Tax, P.O. Box 406, Irmo SC 29063-0406

CONTACT

Town of Irmo
Courtney Dennis, Town Administrator
P.O. Box 406
7300 Woodrow Street
Irmo, SC 29063-0406
Telephone: (803) 781-7050 Ext. 100
Fax: (803) 749-2743
cdennis@townofirmosc.com

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