

Tax Collection Month \_\_\_\_\_

Mena Advertising and Promotion Commission

Gross Receipts Tax

Monthly Report



Business Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

For the month of \_\_\_\_\_

(Each month must be reported separately. Report must be filed even if no tax is due.)

Taxable Gross Receipts \_\_\_\_\_

Tax (1% of gross) \_\_\_\_\_

Less 2% of tax (if paid by 20<sup>th</sup> of month) \_\_\_\_\_

Tax Due \_\_\_\_\_

5% penalty per month \_\_\_\_\_

# days late \_\_\_\_\_

10% interest per annum  $\text{tax due} \times 10\% \times (\frac{\# \text{days}}{365})$  \_\_\_\_\_

**Total Late Tax Due** \_\_\_\_\_

**Make check payable to and mail with payment to:**

**Mena Advertising & Promotion Commission  
City Hall  
520 Mena Street  
Mena, AR 71953  
(479) 394.8355**

I hereby state, avow, and affirm that the statements herein are full, true, and correct as required by provisions of Arkansas Gross Receipts Tax Law, Act 626 of 1989, and City Ordinance No. 2049, and such regulations promulgated thereunder by the Mena Advertising and Promotion Commission.

\_\_\_\_\_  
Date Prepared

\_\_\_\_\_  
Signature

## **INSTRUCTIONS**

Use only this official reporting form.

Total applicable taxable gross receipts, covering a complete month's sales, are to be reported within 20 days of the next succeeding month.

- A. Gross receipts from the renting, leasing, or otherwise furnishing of hotel, motel, and bed and breakfast accommodations for profit in the City.
- B. Gross receipts or gross proceeds received by restaurants, cafes, cafeterias, delis, drive-in restaurants, carry-out restaurants, bakeries, mobile food trucks, and all other establishments engaged in the selling of prepared food and beverages for on or off premises consumption, but such tax shall not apply to such gross receipts or gross proceeds of fraternal organizations qualified under Section 501 (c) (3) of the Federal Internal Revenue Code.
- C. Questions concerning taxable items are addressed on a case-by-case basis. Please contact the A&P Commission agent at (479) 394.8355 for assistance.

This tax is authorized by Act 626 of 1989 and City Ordinance Number 2049, amended by City Ordinance Numbers 2050, 2109, 2266, and 2280, and is to be collected in the same manner and at the same time as the tax levied by the Arkansas Gross Receipts Act.

This report and payment are dues on the 1<sup>st</sup> of each month and must be received by the Commission on or before the 20<sup>th</sup> of the month, following the month it was collected. Regarding payments made after the deadline, add penalty and interest as instructed on the form.

In order to deduct the 2% discount, this report and payment must be postmarked or delivered in person on or before the 20<sup>th</sup> of the current month.