

Hospitality Fee Department
(Mailing) Post Office Box 1275
Conway, South Carolina 29528
Phone: (843) 915-5620
www.horrycountysc.gov



Hospitality Fee Department
(Location) 1301 Second Ave
Conway, South Carolina 29526
Fax: (843) 915-6220

Dear Business:

Enclosed is your Horry County Hospitality Fee remittance booklet. This booklet includes a preprinted return (please make copies) and other general information for your review. Please verify all preprinted information carefully. If the information shown is not correct please call us at 843-915-5620 so we may adjust your account accordingly.

All hospitality fee remittance forms, payments and other correspondence must be mailed to: **Horry County Treasurer, Hospitality Fee Department, PO Box 1275, Conway, SC 29528 and made payable to: Horry County Treasurer.**

Online Payments:

To file online visit www.horrycountysc.gov then go to online services and click hospitality online filing. There are PDF directions for you to follow to register your account and how to file a return and payment. You will need your account number and CID on the return enclosed to link your account online.

Business Change – Notification Form:

A “Business Change Notification Form” has been included in your booklet to report future address changes, closure of a business or a change of ownership. Changes must be registered in the Hospitality Fee Department within five (5) days prior to its legal transfer or closure. The form can be faxed to 843-915-6220 or emailed to **BLHospitality@horrycountysc.gov**.

All remittance forms and payments are due by the 20th of the following month before penalty applies. Please navigate to the following website to determine your current outstanding penalty(s): <http://www.horrycountysc.gov/Departments/Treasurer/Hospitality-Fee/>

All forms must be filed. If you have “zero” gross income for a period (or series of periods) the signed remittance form(s) must be mailed with “zero” indicated. You can submit a range of “consolidated” zero periods on one form labeling the applicable periods where the month/year normally resides. This consolidated “zero” remittance must be mailed by the due date of the first zero period in order to prevent your account from becoming delinquent.

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Business Audits: Business financial audits will be scheduled and conducted in accordance with the Hospitality Fee Ordinance (#105-96, as amended). Selected businesses shall be notified in writing twenty-four (24) hours prior to the on-site audit. Discrepancies or violations of the ordinance, as result of the audit, are subject to fine(s) and/or imprisonment. In some cases the cost of conducting the audit shall be added.

Horry County Business License (ordinance #88-99): By conducting business in the unincorporated areas of Horry County, you will be subject to the Horry County Business License. Please call 843-915-5620 for details. Application can be found at www.horrycountysc.gov then go to departments and click on Treasurer, then Business License. You will find the application under documents.

Hospitality Fee Exemption – Long Term Accommodations Rentals: If your property or condo unit is being rented to the same patron, at the same unit location, for 90 consecutive days (or longer), then that specific patron (only) is exempt from the hospitality fee. If **all** your renters are long term (90 consecutive days or longer), you are **not** subject to the collection of the county hospitality fee. Please submit the business change notification to close your account. This form can be faxed to 843-915-6220 or emailed to **BLHospitality@horrycountysc.gov**.

Other Requirements:

All businesses must register with SC Department of Revenue at 803-898-5000. If your business is located inside the city limits, you will need to contact your local municipality as well.

Thank you.

Sincerely,

Angie Jones
Horry County Treasurer