



# FREQUENTLY ASKED QUESTIONS

## Town of McBee Hospitality Tax

Whether you are a new or longtime McBee business, the Town is pleased that you have chosen McBee as the place to operate your business. The Town of McBee's Administrator is available to assist you in your application to register for your local "Hospitality Tax" account. This "Frequently Asked Questions" is intended to help answer questions you may have about the application and remittance process.

### **About the hospitality application process**

**Q: When is a Town of McBee Hospitality Registration required?**

A: As a person or business that sells prepared meals, food, and beverages in their establishments or by their establishments, or those licensed for on-premises consumption of alcoholic beverages, beer, or wine are required to register with the Town of McBee for a "Hospitality Tax" account.

**Q: How do I apply for a Town of McBee "Hospitality Tax" account?**

A: Application forms are available at the McBee Town Hall or may be downloaded from the Town's website. Because your signature is required with the application, you must mail or submit the application at the Town Hall for processing to begin.

**Q: Can I apply for a McBee "Hospitality Tax" Account online?**

A: No. At this time, forms require an original signature and must be submitted to or mailed to the McBee Town Hall, PO Box 248, McBee, SC 29101.

### **About collecting the hospitality tax**

**Q: Which business types are required to collect and remit the "Hospitality Tax"?**

A: Restaurants, bars and lounges, private clubs, hotels and motels, caterers, grocery stores, convenience stores (if they sell prepared or modified foods and/or beverages) and other food service establishments.

**Q: What is considered a prepared meal?**

A: A prepared meal would be 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 by members of the public, regardless of the actual quantity, presentation, or packaging, without regard to the time of day of the sale.

**Q: What sales are affected by the “Hospitality Tax”?**

A: **Restaurants/Bars/Lounges/Private Clubs/Hotels/Motels/Caterers:**

All food and/or beverage sales including alcoholic beverages.

**Convenience Stores, Grocery Stores, and Other Food Service Establishments:**

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

Some examples are:

- Heated foods (muffins, bagels, etc.)
- Oven ready pizzas (including the sale of individual slices)
- Nachos, hot dogs, sandwiches made to order or made in advance
- Oven fried or rotisserie chicken
- Hot and cold side items (e.g., vegetables, macaroni and cheese, mashed potatoes, potato salad, cole-slaw etc...)
- Fountain drinks, frozen drinks dispensed from a fountain machine (e.g., smoothies), coffee, tea, hot chocolate, cappuccino
- Ice cream dipped or prepared in parlors, frozen yogurt
- Doughnuts, pastries, and other bakery items which are prepared or modified
- Prepared sandwiches and salads
- Foods and beverages prepared for catering
- Bulk or cold deli products “repackaged” for household consumption
- Party Platters

**These items are EXEMPT from the Local Hospitality Tax:**

- Canned or bottled drinks
- Pre-packaged foods – not prepared or modified
- Bags of chips, pretzels, nuts, candy or other pre-packaged snack food items
- Any alcohol, including beer and wine, which is sold in cans or bottles and is not intended for consumption on the premises
- Whole fruit consolidated into a basket

## About filing and remitting the hospitality tax

**Q: What happens if my hospitality tax form is postmarked after the 20th day following my closing period?**

**A:** Returns with a **U.S. mail postmark date (not metered date)** on or before the date due are considered as timely filed. If the 20th day of the month falls on a Saturday, Sunday, postal service holiday or town holiday, then payments postmarked or made at the McBee Town Hall on the next business day will be accepted as timely filed. A 5% late fee is imposed on the unpaid tax for each month, or portion thereof, after the due date until paid.

**Q: Can I pay my hospitality taxes with a credit card?**

**A:** No, the Town does not currently accept payments by credit or debit cards.

**Q: Where should I send my hospitality tax return and payments?**

**A:** The reporting form and payment should be delivered or mailed to:

Town of McBee  
38 W. Juniper Ave.  
PO Box 248  
McBee, SC 29101

**Q: Where can I get forms?**

**A:** Forms are available for free from the McBee Town Hall or you may download the form from our website: [www.townofmcbeesc.com](http://www.townofmcbeesc.com)

**Q: How long do I need to keep my records?**

**A:** Every business required to remit taxes shall maintain books and records showing the taxes due for a period of five years after the tax is due. The Town of McBee designated official shall have access to these books and records to assure compliance with the town code.

**Q: What happens if I fail to file my return and/or make the required hospitality tax payments?**

**A:** Local hospitality taxes remaining unpaid after the due date will be sent a Notification of Hospitality Tax Violation. The Town may proceed with all available procedures under the law including, but is not limited to, a Municipal summons to appear in Municipal Court and be fined for failure to comply with the Town Ordinance, which has a maximum fine of \$500.