



Sherwood Advertising & Promotion Commission

TAX REMITTANCE INSTRUCTIONS

- Full remittance of collected taxes is due by the last day of the month after the month in which taxes are collected. For instance, taxes collected in January must be remitted by February 28.
- Businesses may take a two percent (2%) discount for remitting A & P taxes by the 20th of the month in which taxes are due. For instance, taxes collected in January must be remitted by February 20.
- A five percent (5%) late fee on the tax amount due for each month past due will be charged if not remitted by the end of the month. Penalties are increased by 5% for each additional month late up to 35% total.
- Remittances should NOT be rounded up or rounded down. Exact amounts are required.

POSTMARK NOTICE

Remittances must be postmarked no later than the due date (either the 20th for the discount or the last day of the month for full remittance). Businesses should be aware that the due date may fall on a weekend or holiday. Mail the remittance earlier than the due date to take the discount or avoid penalties.

REMITTANCE DUE DATES EXAMPLE

Month Taxes Are Collected	Due date in order to take the 2% discount <i>(Must be paid or postmarked on, or before, this date in order to receive the discount.)</i>	Taxes Due <i>(Must be paid or postmarked on, or before, this date to avoid a penalty.)</i>	Taxes are LATE with 5% penalty <i>(Penalties are increased by 5% for each month late up.)</i>	Taxes are LATE with a 10% penalty <i>(Penalties increased 5% each month thereafter not to exceed 35%)</i>
January	February 20	February 28	March 1	April 1
February	March 20	March 31	April 1	May 1
March	April 20	April 30	May 1	June 1
April	May 20	May 31	June 1	July 1
May	June 20	June 30	July 1	August 1
June	July 20	July 31	August 1	September 1
July	August 20	August 31	September 1	October 1
August	September 20	September 30	October 1	November 1
September	October 20	October 31	November 1	December 1
October	November 20	November 30	December 1	January 1
November	December 20	December 31	January 1	February 1
December	January 20	January 31	February 1	March 1

HAVE QUESTIONS OR NEED ASSISTANCE?

Contact City of Sherwood Clerk's Office at (501) 835-5319, between 7:30 a.m. and 4:30 p.m., Monday through Friday. Or contact by email at clerks@cityofsherwood.net.

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TAX REMITTANCE OPTIONS

The Sherwood Advertising and Promotion Commission offers three different options for remitting collected foodservice and/or lodging taxes:

- **OPTION 1: Remit Online** – Electronic Check, Debit/Credit Card
 - Instructions:
 - Go to the website: www.cityofsherwood.net
 - Hover over “Government” at the top of the webpage.
 - Click on “City Clerk” in the righthand column.
 - Scroll to “Pay Business Fees and Taxes Online” and select the link “Clicking Here.”
 - Select “Citizen Payments” then “Sherwood Advertising and Promotion Gross Receipts Tax Monthly Report.”
 - Follow the form and pay online via electronic check or credit/debit card.
 - There is a processing fee for this service.
 - The City of Sherwood does not receive money for this processing fee.
- **OPTION 2: Remit by MAIL** – Check only (Be aware of the post office postmark deadlines!)
 - To download a blank remittance form, follow these instructions:
 - Go to the website: www.cityofsherwood.net
 - Hover over “Government” at the top of the webpage.
 - Click on “City Clerk” in the righthand column.
 - Scroll to the bottom and select “AP Tax Remittance Form.”
 - Checks **MUST** be made payable to the **Sherwood Advertising & Promotion Commission**.
 - Remittance forms and payment must be mailed to:

Sherwood Advertising & Promotion Commission
PO Box 6256
Sherwood, AR 72124
- **OPTION 3: Remit in PERSON** – Cash, Check, Debit/Credit Card
 - To download a blank remittance form, follow these instructions:
 - Go to the website: www.cityofsherwood.net
 - Hover over “Government” at the top of the webpage.
 - Click on “City Clerk” in the righthand column.
 - Scroll to the bottom and select “AP Tax Remittance Form.”
 - Checks **MUST** be made payable to the **Sherwood Advertising & Promotion Commission**.
 - Debit/Credit cards or cash can be accepted in person
 - Remittances accepted in person will be credited on the date paid – not on the date the check is written.
 - The date remitted will determine discounts and late fees.
 - Remittance forms and payment can be delivered to this location:

City of Sherwood City Clerk’s Office
2199 East Kiehl Ave.
Sherwood, AR 72120
 - Tax Remittance forms (should be completed in advance) and payments will be accepted at this location between 7:30 a.m. and 4:00 p.m., Monday through Friday ONLY.

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