

# Conway Advertising & Promotion Commission Gross Receipts Tax Monthly Report

## Read enclosed instructions

This report must be received by Conway A&P Commission  
On or before the 20<sup>th</sup> day of the Month  
(Otherwise add penalty as instructed)

A & P Tax Permit No. \_\_\_\_\_

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

Owner's/ Name \_\_\_\_\_

Address \_\_\_\_\_

For the month of \_\_\_\_\_, Year \_\_\_\_\_

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

Taxable Gross Receipts	\$ _____
Tax (2% of gross)	\$ _____
Less 2% of tax (if paid by 20 <sup>th</sup> of month)	\$ _____
Total	\$ _____
Penalty (5% after the 30 <sup>th</sup> day of month)	\$ _____
<b>Total Tax Due</b>	<b>\$ _____</b>

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

**Conway Advertising & Promotion Commission  
1201 Oak Street  
Conway, AR 72034**

I hereby state, avow and affirm that the statements here are full, true and correct as required by  
provisions of Ark. Code Ann. 26-75-601 and City Ordinance No.  
\_\_\_\_\_, such regulations promulgated thereunder by the Conway Advertising & Promotion  
Commission.

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

\_\_\_\_\_  
Signature of Owner, Officer or Authorized Agent

Comments or Questions Please Contact:

Barbara Money, CPA  
815 5<sup>th</sup> Street, Conway AR 72032  
(501) 329-3776

OR

Michael O. Garrett, Conway City Clerk  
1201 Oak Street, Conway, AR 72032  
(501) 450-6100

## Instructions

1. All information supplied in this report should be on the basis of actual records and all records, including books of account, invoices, credit memoranda, refund slips and all other evidence of every kind which substantiate and prove the accuracy of the return as made on this form are required to be kept for three (3) years, and open to the examination of Conway Advertising & Promotion Commission, or agent.
2. Unless otherwise specially instructed the total receipts to be reported in this return for the purpose of computation of tax due are the gross receipts from prepared food and drink.
3. Due Date – It is the duty of the Taxpayer to deliver the return on this form and payment to the Conway A & P Commission on or before the 20<sup>th</sup> day of each month for the preceding calendar month. The A & P tax is due and payable as of the first day of each calendar month and shall be deemed delinquent if not paid on or before the first day of the next calendar month. (For example the A & P tax for January is due the first day of February; however, it is not delinquent until the second day of March.)
4. Discount – If the A & P tax is delivered to the Conway A & P Commission on or before the 20<sup>th</sup> day of the month in which it is due, a 2% discount can be claimed on the tax due. (For example if there is a \$100.00 tax due for the month of January, the taxpayer is allowed a \$2.00 discount if the tax is paid on or before February 20<sup>th</sup>, or if envelope is postmarked on or before February 20<sup>th</sup>.)
5. Penalties & Tax – If the tax is not paid by the delinquency date (the second day of the month after the month in which the tax is due), a 5% penalty will be charged for each month past due up to 35% in aggregate; in addition to the penalty assessed simple interest on any unpaid A & P tax shall be assessed at the rate of 10% per annum from the delinquency date.
6. Acceptance by the Conway A & P Commission of the tax remitted with any return shall not be conclusive as to the correctness of the matters set forth by the taxpayer in the return and shall not be finally determinative of the amount of tax liability.
7. A report must be filed even if there is no tax due.

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