

Tourism Development Fee General Information

Forms Information

- ☀ Current remittance forms must be used.
- ☀ Additional forms can be obtained by calling (803) 785-8104

Remittance Information

- ☀ A remittance form must be filed for each period, even if no fee is due.
- ☀ Remittance forms are due on or before the twentieth (20th) day of the month following the closing of the period covered.
- ☀ **Payments post marked after the twentieth (20th) are subject to penalty charges.**
- ☀ **Make sure that a copy of the State of SC Sales, Use, Accommodations, and Local Tax Return Form (Form ST388) is included.**

Remittance (Checks)

- ☀ Checks must be made payable to: COUNTY OF LEXINGTON TOURISM DEVELOPMENT FEE
- ☀ Verify the dollar and written amount of the check.
- ☀ Complete signature must be provided.
- ☀ Remittance form and check must be mailed in the same envelope.

Mailing Address:

- ☀ Lexington County
Finance Department
212 South Lake Drive, Ste. 605
Lexington, SC 29072
- ☀ **Make sure to include Finance Department in the address. This insures delivery to the correct department.**

Change of Ownership / Closing of Business

- ☀ Should you sell your establishment or close your business please notify us in writing. Include the new owners name and mailing address (if different) and the date the change will take place. In the event the establishment is closed please let us know the date of closing.

Need Help?

- ☀ Telephone assistance is available from 8:00 a.m. until 5:00 p.m., Monday through Friday. Please call (803) 785-8104 for assistance.