



# Conway Advertising & Promotion Commission Gross Receipts Tax Monthly Report

**IMPORTANT: This report must be received by Conway A & P Commission on/or before the 30<sup>th</sup> day of the month (otherwise add penalty as instructed)**

A & P Tax Permit Number Issued by City: \_\_\_\_\_

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

Owner's Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Payment for the Month of \_\_\_\_\_, Year \_\_\_\_\_

(Each month must be reported separately. Report must be filed even if NO tax is 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 the month)	\$ _____
Total Tax Due	\$ _____

**Make checks payable to Conway A & P Commission and mail or deliver to:**

BY MAIL: Conway A & P Commission PO Box 1404 Conway, AR 72033 – 1404	IN PERSON: Centennial Bank – Main Office 620 Chestnut Conway, AR 72032
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To make a secure online payment visit:

**VisitConway.org > Forms and Resources > Pay A&P Taxes Online**

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. 0-05-142, such regulations promulgated thereunder by the Conway Advertising & Promotion Commission.

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

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

For questions or comments, please contact:

Jill Walden Lisa Stephens CPA, PLC 715 Front Street Conway, AR 72032 501-327-2834	Denise Hurd Conway City Clerk Conway City Hall 501-513-3501
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# 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 (3) three years, and open to 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.

## COMMENTS OR QUESTIONS PLEASE CONTACT:

Lisa Stephens Certified Public Accountant, PLC  
715 Front Street  
Conway, AR 72032  
(501) 327-2834

OR

Denise Hurd, Conway City Clerk  
Conway City Hall  
(501) 450-6100