

audits to ensure that the information submitted is accurate and that you understand your rights and obligations.

3. **The Collection Role**

In the case where you fail to file your monthly return and the Comptroller has made an assessment to determine the amount of tax payable.

What is the interest and penalty applied for late payment?

The Interest is charged at 1.04% per month. The penalty charged for late payment of this tax is ten percent 10% of the amount due.

What are my rights as an Hotelier under this Act?

If you disagree with the assessment made, you may object in writing to the Comptroller within one (1) month of the notice of assessment.

Will the information I supply be kept confidential?

All employees of the Inland revenue are sworn by an Oath of Secrecy to keep all information confidential regarding taxpayers. There are severe penalties for breaking this oath.

Our Mission

The Inland Revenue Department stands committed in its impartial treatment of its customers.

We aim to provide an efficient, professional and courteous service, while administering the relevant tax laws on behalf of the Government and people of Saint Lucia.

For further information, please contact us at our:

(1) Head Office in Castries

Telephone Number: 1-758-468-4700
Fax Number: 1-758-453-6072
Email Address:

ird_assistance@candw.lc

ird_relations@candw.lc

(2) Tax Service Center in Vieux-Fort

Telephone Number: 1-758-468-4700
Fax Number: 1-758-454-9218
Email Address: ird_vft@candw.lc

(3) Soufriere Sub-Office

Telephone Number: 1-758-459-7360

*Designed & Produced by the Taxpayer Relations Unit,
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JUNE 2005



INLAND REVENUE DEPARTMENT
Ministry of Finance, International Financial Service
& Economic Affairs



Hotel
Accommodation
Tax

TAX FACTS

Issue 6

This leaflet contains information on:

- Hotel & Accommodation Tax
- What are your rights and obligations
- What is the role of Inland Revenue

on gross for conventional hotels and for all inclusive hotels the greater of either

- Head Tax (depending on the category of hotel)

OR

- 8% of 70% of package revenue

(c) A remittance to cover the tax owing.

- stock sheets
- any other relevant documents.

Who pays Hotel & Accommodation Tax?

Any person or persons owning a building or group of buildings occupied together, comprising not less than 5 bedrooms for the purpose of providing accommodation as well as food and drinks.

Guest Houses
Mini Hotels
Hotels
All Inclusive Hotels

What are my obligations as an Hotelier?

As an Hotelier the law requires you to:

Keep proper books and records of daily business transactions.

File a return with the Inland Revenue by the 15th of the month. The return should include:-

- (a) The monthly gross receipts on accommodation, food and beverage;
- (b) The calculation of the 8% tax

Hotel & Accommodation Tax on All Inclusive Hotels?

An "All Inclusive hotel"

is a hotel which provides hotel accommodation to its guests on the basis of a single package price.

HAT is charged on the proceeds of the letting of hotel accommodation by an all inclusive hotel is calculated as a charge for each guest residing for part of a night or a night or more.

What types of books and records should I keep?

You are required to keep any document used in the process of the business activity. These may include but are not limited to the following:

- vouchers
- letters
- faxes, e-mails
- receipt books
- bank statements, bank deposit books

How long do I have to retain these books and records?

Books and records must be kept for a period of six (6) years, except where written approval is sought and obtained from the Comptroller for their disposal at an earlier date.

When will my Books and records be examined by Inland Revenue?

Inland Revenue regularly conducts random audits to ensure that all taxpayers are complying with the applicable tax laws. Since these audits are random, there is no pre-set time. Therefore it is important to retain all business records.

What is the role of the Inland Revenue Department in the Administering of the Hotel and Accommodation Tax Act?

1. The Assessment Role

If you fail to make monthly returns within the time frame noted, the Comptroller shall make an estimated assessment to determine the amount of tax payable.

2. The Audit Role

Inland Revenue conducts