

## **Local Hospitality Tax Online Payment Instructions**

The local hospitality tax can be paid on the Town's online service portal where you applied for your business license.

First, you need to contact the Town's business license department at [businesslicenses@kiawahisland.org](mailto:businesslicenses@kiawahisland.org) and request to be set up to be able to pay your hospitality tax online through the portal.

After you are set up by Town staff to be able to make online hospitality tax payments, you need to go to the Town website [kiawahisland.org](http://kiawahisland.org) - Click Businesses - Click online services-Click the portal link- Click the login button at top-right of screen-Log in with your username and password-Scroll down to the "Licensing" Section on the "Home" page or "My Account" page (Hint: Should be under or beside pic of lady)-Click "Pay Local Hospitality Tax"-Enter required information.

You will automatically be able to pay your hospitality tax fee with a credit card or echeck.

If your payment is received after the 20th of the month, a 10% late fee will be added to your local hospitality tax fee. Town staff will add the late fee, and you will be notified by email that the late fee is required to be paid.