



**HOTEL TAX \***  
**MONTHLY PAYMENT VOUCHER**

New Castle County  
Office of Finance  
Treasury Division

**\* Tax applies to all operators in unincorporated New Castle County with a state license for: Hotels, Motels, and Tourist Homes. Payment for the current month is due on the 15th of the following month.**

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

Business Property Address: \_\_\_\_\_  
\_\_\_\_\_

Account/Parcel Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

TAXABLE BASIS	_____	FOR	_____ <sup>*</sup> 2020
*3% TAX RATE FOR RENTS RECEIVED			*Select the month for which you are
TOTAL TAX DUE	=		paying from the drop-down menu.
	_____		

I declare under penalties of perjury, that this is a true, correct and complete return.

Authorized Signature: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please make check payable to "New Castle County"  
Complete this voucher and return it with your check to:

**New Castle County  
Treasury – Hotel Tax  
87 Reads Way  
New Castle, DE 19720**

Please note: Checks that are returned for any reason to New Castle County may be subject to additional fees.  
(Ordinance #99-022)

If you need assistance or have any questions, please call 302-395-5067.