

# OCCUPANCY FEE MONTHLY REMITTANCE FORM

Please submit form and payment to:

City of Fort Pierre  
Finance Office  
PO Box 700  
Fort Pierre, SD 57532  
(605) 223-7690

Today's Date \_\_\_\_\_

RE: BID Occupancy Fee

From: Name of Property \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Month and Year Fees Collected \_\_\_\_\_

Number of Rooms Rented in above Month \_\_\_\_\_

Times \$2.00 per Room Occupancy Fee = \_\_\_\_\_

Total Occupancy Fees Collected \_\_\_\_\_

**Verification** - I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Verification Signed By \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED \_\_\_\_\_

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**NOTE:** Make Check Payable to: City of Fort Pierre

Checks are to be remitted no later than the **20th of each month** to the address listed above. Payments not received on or before the due date will be subject to a **10% late fee** of the total amount due and added to the amount due.

Per Ordinance 965 - Failure to Remit Occupancy Fee. If an establishment does not remit the occupancy fee to the City of Fort Pierre by the 20th of each month, they are subject to having a real property lien placed upon them to the extent of the unpaid occupancy fee, in the same form and manner as unpaid special assessments are a lien upon property.