



Finance Calendar



***NOTE:** Filings, payments or applications should be received or postmarked **on or before** the due date. If a deadline falls on a weekend or holiday, the due date **may** change to the following business day. However, you should contact the relevant division or branch to determine if this is the case for any particular payment, filing or application deadline.

January	
January 1	Effective date of Real Estate Assessments
January 15	Deadline to submit monthly Utility Tax report and payment for water . Deadline to submit Quarterly Short-Term Rental Tax Return for quarter ending December 31.
January (Third Week)	Business License Renewal Applications mailed
January 31	Deadline to file Short-Term Rental Application Deadline to pay Short-Term Rental Tax for quarter ending December 31. Deadline to submit Meals Sales Tax report and payment based on December's gross receipts Deadline to submit Transient Lodging Tax report and payment based on December's gross receipts. Deadline to submit Admission Tax report and payment based on December's receipts. Deadline to submit monthly Utility Tax report and payment for gas and electricity .
February	
February 14	Real Estate Assessment Notices mailed
February 15	Deadline to submit monthly Utility Tax report and payment for water .
February 28	Deadline to submit Meals Sales Tax report and payment based on January's gross receipts Deadline to submit Transient Lodging Tax report and payment based on January's gross receipts. Deadline to submit Admission Tax report and payment based on January's receipts. Deadline to submit monthly Utility Tax report and payment for gas and electricity . Deadline to submit Public Rights of Way Use Fee report and payment for quarter ending December 31.
March	
March 1	Deadline to file Business License Renewal Application and pay Business License Tax Deadline to file Bank Franchise License returns (Schedule H)
March 15	Deadline to submit monthly Utility Tax report and payment for water .
March (Third Week)	Business Property Tax returns mailed
March 31	Deadline to submit Meals Sales Tax report and payment based on February's gross receipts Deadline to submit Transient Lodging Tax report and payment based on February's gross receipts. Deadline to submit Admission Tax report and payment based on February's receipts. Deadline to submit monthly Utility Tax report and payment for gas and electricity .

April

April 1	Deadline to request Review of Real Estate Assessment
April 15	Deadline to apply for Tax Relief for Elderly and Disabled Persons Deadline to submit monthly Utility Tax report and payment for water . Deadline to submit Quarterly Short-Term Rental Tax Return for quarter ending March 31.
April 30	Deadline to pay Short-Term Rental Tax for quarter ending March 31. Deadline to submit Meals Sales Tax report and payment based on March's gross receipts Deadline to submit Transient Lodging Tax report and payment based on March's gross receipts. Deadline to submit Admission Tax report and payment based on March's receipts. Deadline to submit monthly Utility Tax report and payment for gas and electricity .

May

May 1	Deadline to file Business Property Tax returns
May 5	City Council sets tax rates.
May (First Week)	First half Real Estate Tax bills mailed
May 15	Deadline to submit monthly Utility Tax report and payment for water .
May 31	Deadline to submit Meals Sales Tax report and payment based on April's gross receipts Deadline to submit Transient Lodging Tax report and payment based on April's gross receipts. Deadline to submit Admission Tax report and payment based on April's receipts. Deadline to submit monthly Utility Tax report and payment for gas and electricity . Deadline to submit Public Rights of Way Use Fee report and payment for quarter ending March 31.

June

June 1	Deadline to pay Bank Franchise License Tax
June 15	Deadline to pay first half Real Estate Tax , regardless of review or appeal Deadline to submit monthly Utility Tax report and payment for water .
June 30	Deadline to submit Meals Sales Tax report and payment based on May's gross receipts Deadline to submit Transient Lodging Tax report and payment based on May's gross receipts. Deadline to submit Admission Tax report and payment based on May's receipts. Deadline to submit monthly Utility Tax report and payment for gas and electricity .

July

July 1	Deadline to request Appeal of Real Estate Assessment
July 15	Deadline to submit monthly Utility Tax report and payment for water . Deadline to submit Quarterly Short-Term Rental Tax Return for quarter ending June 30.
July 31	Deadline to pay Short-Term Rental Tax for quarter ending June 30. Deadline to submit Meals Sales Tax report and payment based on June's gross receipts Deadline to submit Transient Lodging Tax report and payment based on June's gross receipts. Deadline to submit Admission Tax report and payment based on June's receipts. Deadline to submit monthly Utility Tax report and payment for gas and electricity .

August	
August 15	Deadline to submit monthly Utility Tax report and payment for water .
3rd week	Personal Property Tax bills mailed Vehicle Decals and Residential Parking Permits included in bills for residents with no delinquent balance
August 31	Deadline to submit Meals Sales Tax report and payment based on July's gross receipts Deadline to submit Transient Lodging Tax report and payment based on July's gross receipts. Deadline to submit Admission Tax report and payment based on July's receipts. Deadline to submit monthly Utility Tax report and payment for gas and electricity . Deadline to submit Public Rights of Way Use Fee report and payment for quarter ending June 30.
September	
September (First Week)	Business Personal Property Tax bills mailed
September 15	Deadline to submit monthly Utility Tax report and payment for water .
September 30	Deadline to submit Meals Sales Tax report and payment based on August's gross receipts Deadline to submit Transient Lodging Tax report and payment based on August's gross receipts. Deadline to submit Admission Tax report and payment based on August's receipts. Deadline to submit monthly Utility Tax report and payment for gas and electricity .
October	
October 5	Deadline to pay Personal Property and Business Property Taxes , regardless of review or appeal Deadline to purchase City Decal and Residential Parking Permit
October (First Week)	Second half Real Estate Tax bills mailed
October 15	Deadline to submit monthly Utility Tax report and payment for water . Deadline to submit Quarterly Short-Term Rental Tax Return for quarter ending September 30.
October 31	Deadline to pay Short-Term Rental Tax for quarter ending September 30. Deadline to submit Meals Sales Tax report and payment based on September's gross receipts Deadline to submit Transient Lodging Tax report and payment based on September's gross receipts. Deadline to submit Admission Tax report and payment based on September's receipts. Deadline to submit monthly Utility Tax report and payment for gas and electricity .
November	
November 15	Deadline to pay second half Real Estate Tax , regardless of review or appeal Deadline to remove and replace City Decal and Residential Parking Permit Deadline to submit monthly Utility Tax report and payment for water .
November 30	Deadline to submit Meals Sales Tax report and payment based on October's gross receipts Deadline to submit Transient Lodging Tax report and payment based on October's gross receipts. Deadline to submit Admission Tax report and payment based on October's receipts. Deadline to submit monthly Utility Tax report and payment for gas and electricity . Deadline to submit Public Rights of Way Use Fee report and payment for quarter ending September 30.

December

December 15

Deadline to submit monthly **Utility Tax** report and payment for **water**.

December 31

Deadline to submit **Meals Sales Tax** report and payment based on November's gross receipts
Deadline to submit **Transient Lodging Tax** report and payment based on November's gross receipts.

Deadline to submit **Admission Tax** report and payment based on November's receipts.

Deadline to submit monthly **Utility Tax** report and payment for **gas and electricity**.