



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 |
| January (Third Week) | Business License Renewal Applications mailed |
| January 20 | Deadline to submit Daily Rental Tax filing and payment for quarter ending December 31 |
| January 31 | Deadline to file Short-Term Rental Application 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. |
| February | |
| February 14 | Real Estate Assessment Notices mailed |
| February 15 | Deadline to submit monthly Utility Tax report and payment |
| 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 Admissions Tax report and payment based on January's receipts. 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 |
| 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 Admissions Tax report and payment based on February's receipts. |
| April | |
| April 1 | Deadline to request Review of Real Estate Assessment |
| April 15 | Deadline to apply for Real Estate and/or Personal Property Tax Relief for Elderly and |

| | |
|-------------------------|---|
| | Disabled Persons Deadline to submit monthly Utility Tax report and payment |
| April 20 | Deadline to submit Daily Rental Tax filing and payment for quarter ending March 31 |
| April 30 | 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 Admissions Tax report and payment based on March's receipts. |
| 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 |
| 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 Admissions Tax report and payment based on April's receipts. 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 |
| 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 Admissions Tax report and payment based on May's receipts. |
| July | |
| July 1 | Deadline to request Appeal of Real Estate Assessment |
| July 15 | Deadline to submit monthly Utility Tax report and payment |
| July 20 | Deadline to submit Daily Rental Tax filing and payment for quarter ending June 30 |
| July 31 | 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 Admissions Tax report and payment based on June's receipts. |
| August | |
| August 15 | Deadline to submit monthly Utility Tax report and payment |
| Mid-August | 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 Admissions Tax report and payment based on July's receipts. |

| | |
|-------------------------------|---|
| | Deadline to submit Public Rights of Way Use Fee report and payment for quarter ending June 30. |
| September | |
| September 1 | Deadline to apply for the Affordable Homeownership Preservation (AHOP) Grant Program |
| September (First Week) | Business Personal Property Tax bills mailed |
| September 15 | Deadline to submit monthly Utility Tax report and payment |
| 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 Admissions Tax report and payment based on August's receipts. |
| 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 |
| October 20 | Deadline to submit Daily Rental Tax filing and payment for quarter ending September 30 |
| October 31 | 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 Admissions Tax report and payment based on September's receipts. |
| 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 |
| 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 Admissions Tax report and payment based on October's receipts. 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 |
| 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 Admissions Tax report and payment based on November's receipts. |

| 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 |
| 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 Admissions Tax report and payment based on May's receipts. |
| July | |
| July 1 | Deadline to request appeal of real estate assessment |
| July 15 | Deadline to submit monthly Utility Tax report and payment |
| July 20 | Deadline to submit Daily Rental Tax filing and payment for quarter ending June 30 |
| July 31 | 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 Admissions Tax report and payment based on June's receipts. |
| August | |
| August 15 | Deadline to submit monthly Utility Tax report and payment |
| Mid-August | 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 Admissions Tax report and payment based on July's receipts. Deadline to submit Public Rights of Way Use Fee report and payment for quarter ending June 30. |
| September | |
| September 1 | Deadline to apply for the Affordable Homeownership Preservation (AHOP) Grant Program |
| September (First Week) | Business Personal Property Tax bills mailed |
| September 15 | Deadline to submit monthly Utility Tax report and payment |
| 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 Admissions Tax report and payment based on August's receipts. |
| October | |
| October 5 | Deadline to pay Personal Property and Business Property Taxes , regardless of review or appeal Deadline to purchase City vehicle 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 |
| October 20 | Deadline to submit Daily Rental Tax filing and payment for quarter ending September 30 |
| October 31 | 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 Admissions Tax report and payment based on September's receipts. |
| November | |
| November 15 | Deadline to pay second half Real Estate Tax , regardless of review or appeal Deadline to remove and replace City vehicle decal and residential parking permit Deadline to submit monthly Utility Tax report and payment |
| 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 Admissions Tax report and payment based on October's receipts. 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 |
| 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 Admissions Tax report and payment based on November's receipts. |