

Paying Hospitality tax via CAP

If you do not have a CAP account

- Go to: <https://charleston-sc.gov/cap> and click “Register.”
- A “New User Registration” page will appear. At a minimum, fill out any field with a red asterisk (not shown as those fields are filled in) next to it, and click “Submit.”
- You will also need to fill out a “Cap Online Authorization Form” via the City website.
- You will receive two emails to the email account you provide alerting you of registration and approval. After you receive the second email, you should be able to log in to your account.

If you already have a CAP account

- Go to: <https://charleston-sc.gov/cap> and click “Log On.”
- Once you are logged on. Scroll to the bottom of the page you will see “**Tax Remittance Reporting Periods**”
- Under that heading will be a box that will contain your Account Number (Ex: HOSP01234)
- Click on that number. You will be redirected to a new page.
- There will be a box with the Heading “**Report Periods**” Inside this box you will click on the words “Report Now”
- Enter your gross revenue into the box that appears and click “Submit & Pay”
- You will then see a page with your Invoice number at the top left and a “Make Payment” button on the right. Click the payment button.
- You will be taken to your Order Summary. Fill out any field with a red asterisk next to it, and click “Continue.”
- Enter Your Credit Card information and click Continue
- You will be taken to a verification page to review, and if necessary, correct your information. At the bottom of this page you can choose if you want a receipt emailed. Then click make payment.
- Congratulations! Your payment has been processed. You should be able to see your receipt and print it for you records.