

# CITY OF DENTON HOTEL OCCUPANCY TAX REPORT

Jun-19

Period Ending: \_\_\_\_\_

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

Due Date - the 20th day immediately following the previous month's business.

Tax ID# \_\_\_\_\_

## Managing Company and Mailing Address

## Property Name & Physical Address

Gross Sales: \$ \_\_\_\_\_  
Less Tax Exemptions:  
(See attached report for breakdown) ( \_\_\_\_\_ )  
Less Other Exemptions:  
(See attached report for breakdown) ( \_\_\_\_\_ )  
Total Taxable Revenues: \$ \_\_\_\_\_

Average Daily Room Rate: \$ \_\_\_\_\_  
Total # of Rooms Rented: \_\_\_\_\_  
Monthly Occupancy Rate: \_\_\_\_\_ %

Total City 7% Tax Collected: \$ \_\_\_\_\_  
Adjustments (+/-) Form Attached: \$ \_\_\_\_\_  
Total City Tax Submitted: \$ \_\_\_\_\_

I declare, under the penalties for filing false reports, that this return (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is a true, correct, and complete return.

Prepared by: \_\_\_\_\_  
Type or print name and title

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

Make remittance payable to:

CITY OF DENTON  
CUSTOMER SERVICE  
601 E. HICKORY, SUITE F  
DENTON, TX 76205  
940.349.8206

**To avoid a 5% penalty, reports and payment must be received by the due date indicated above. If the tax is not paid by the due date, a 5% penalty will be assessed during the first 30 days. If the tax remains unpaid for days 31 through 60 an additional 5% penalty will be assessed and due to the City of Denton.**

THIS FORM MUST BE COMPLETE IN ITS ENTIRETY  
Furnish details of any changes occurring since last report on page 2.  
Furnish exemption details taken during this reporting period on page 3.

**CITY OF DENTON**  
**HOTEL OCCUPANCY TAX EXEMPTIONS**  
**FOR MONTH ENDING: \_\_\_\_\_**  
**PROPERTY NAME: \_\_\_\_\_**

	CHECK-IN/ CHECK-OUT DATE	Room or Folio	GUEST NAME	ORGANIZATION/ AGENCY (Spell Out)	TYPE OF EXEMPTION (GOV'T or 30-DAY)	TOTAL ROOM AMOUNT
1						\$
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

**NOTE:** \*Religious, charitable, and educational organizations (state universities and colleges) ARE NOT exempt from the 7% City tax.  
\*Only guests staying 30 CONSECUTIVE days or more and STATE or FEDERAL agencies with proper ID are allowed.  
\*A tax exemption certificate is required for each GOVERNMENT exemption claimed.

## CHANGES OCCURRING SINCE LAST REPORT

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

Type of Change: ( ) Sale ( ) Foreclosure ( ) Name Change  
( ) Other: \_\_\_\_\_

Name of Business: \_\_\_\_\_  
Name of Manger: \_\_\_\_\_

### New Owner's Information

Owner's Name: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

"If a person who is liable for the payment of a tax under this chapter is the owner of a hotel and sell the hotel, the successor to the seller or the seller's assignee shall withhold an amount of the purchase price sufficient to pay the amount due until the seller provides a receipt by a person designated by the municipality to provide the receipt showing that the amount has been paid or a certificate showing that no tax is due."

"The purchaser of a hotel who fails to withhold an amount of the purchase price as required by this section is liable for the amount required to be withheld to the extent of the value of the purchase price."

(351.0041 State Local Taxation Title 3)

### CITY HOTEL OCCUPANCY TAX EXEMPTIONS Effective June 18, 1996

Those exempt form the 7% City taxes are only:

1. Guests who stay longer than 30 days must notify the hotel upon arrival. (Permanent Resident)
2. An officer, employee, agency, institution (other than an institution of higher education), board, or commission of this state, for whom a special provision or exception to the general rate of reimbursement under the General Appropriations Act applies and who is provided with photo identification verifying the identity and exempt status of the person, is not required to pay the tax.

**Please note that local government personnel OWE state and local tax.**