

**CITY OF BASTROP
HOTEL OCCUPANCY TAX REPORT**

A REPORT MUST BE FILED EVEN IF NO TAX IS DUE

FILING PERIOD:

Quarter or Month
(circle one)

DUE DATE:

NAME OF BUSINESS:

OWNER OF BUSINESS:

ADDRESS OF BUSINESS:

1. Location Capacity:

2. Total Room Receipts:

3. Total Taxable Receipts:

4. Total Tax Due (7% of Item 3):

5. Hotel Owner Collection Allowance (1% of Item 4)

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6. Penalty (see instructions):

7. Interest (see instructions):

8. TOTAL AMOUNT DUE AND PAYABLE:

(Item 4 less Item 5 plus Item 6 plus Item 7)

***ATTACH A COPY OF YOUR TEXAS HOTEL OCCUPANCY TAX REPORT**

I declare that the information in this document and any attachments is true and correct to the best of my knowledge and belief.

Sign Here:

Print Name:

Daytime phone:

Date:

Email address:

Make the amount in Item 8 payable to: **CITY OF BASTROP**

Mail to:

City of Bastrop
Finance Department
P. O. Box 427
Bastrop, Texas 78602

INSTRUCTIONS FOR COMPLETING THE
CITY OF BASTROP HOTEL OCCUPANCY
TAX REPORT

GENERAL INFORMATION

- WHO MUST FILE: You must file this return if you are a sole owner, partnership, corporation or other organization that owns, operates, manages or controls any hotel or motel in the City of Bastrop or its ETJ. Complete and detailed records must be kept of all receipts reported, and exemptions or reimbursements claimed so that returns can be verified by a city auditor. Failure to file this return and pay applicable tax may result in collection action as prescribed by Article 1.1200; Sec. 1.1206 Penalties.
- WHEN TO FILE: RETURNS MUST BE FILED FOR EVERY PERIOD EVEN IF YOU HAVE NO AMOUNT SUBJECT TO TAX OR NO TAX DUE.
Returns are due quarterly, no later than the last day of the month following each quarterly period.
- FOR ASSISTANCE: Call the Finance Department at 512-332-8820.

SPECIFIC INSTRUCTIONS

- Item 1 Enter the location capacity.
- Item 2 Enter the total amount of room receipts for the location. Enter "0" if no receipts were collected.
- Item 3 Enter the amount of TAXABLE receipts for the location shown. Enter "0" if no taxable receipts were collected.
- Item 4 The total tax due is 7% of the taxable receipts (Item 3).
- Item 5 The collection allowance is 1% of the tax due (Item 4). This allowance permits the Hotel Owner to retain this 1% in accordance to Section 351.005 of the Texas Tax Code.
- Item 6 Penalty - If report is filed or tax paid after the due date, enter penalty. A penalty of 5% of the amount due will be assessed, and after the first 30 days an additional 5% of such tax will be assessed. However, such penalty shall never be less than \$10.00.
- Item 7 Interest - Delinquent taxes shall accrue interest at the rate of 10% per annum beginning 60 days from the due date.
- Item 8 Item 4 less Item 5 plus Item 6 plus Item 7