

# Report of Hotel Occupancy Tax

**REPORT MUST BE FILED EVEN IF NO TAX IS DUE**



**City of Dallas**  
**Hotel Occupancy Tax**  
**City Controller's Office**  
**P. O. Box 139076**  
**Dallas, Texas 75313-9076**  
**214 / 670- 4855**  
**Email: quy.vo@dallascityhall.com**

If you need to indicate a Change of Ownership, a Change of Name, Address or Phone Number -- **Include a completed new Registration Form**


<b>FOR OFFICE USE ONLY</b>	
Post Mark Date:	_____
Check/Wire Transfer#:	_____
Amount Paid:	_____

<b>Make payment to: City of Dallas</b>
<b>To pay in person at Dallas City Hall:</b>
Special Collections Department
1500 Marilla Street, Room 2DS
Dallas, Tx 75201
<b>Or mail payment to:</b>
Hotel Occupancy Tax
P. O. Box 139076
Dallas, Tx 75313-9076

<b>Hotel name:</b>	_____
<b>Corporate name:</b>	_____
<b>Hotel physical address:</b>	_____
<b>Hotel phone No:</b>	_____
<b>Permit No:</b>	_____
<b>Account No:</b>	_____
<b>Filing period:</b>	_____
<b>Due date:</b>	_____

1. Total Room Receipts for location:	1	\$ _____
2. Exemptions for Permanent Resident      Occupancy for at least 30 consecutive days, See State Tax Code Sec. 156.101	2	\$ _____
3. Other      Federal Government or State officer or employee with photo ID verifying exempt status on official business. See State Tax Code Sec. 156.103(d)	3	\$ _____
4. Total Exemptions:      Item 2 Plus Item 3	4	\$ _____
5. Total Taxable Receipts:      Item 1 minus Item 4	5	\$ _____
6. Hotel Tax:      7% of Item 5 - Hotel Occupancy Tax - Dallas City Code - Sec.44-35-b	6	\$ _____
7. Less Discount:      If postmarked by 15th, enter 1% of Item 6	7	\$ _____
8. Add Late Payment Penalty:      If postmarked after 25th, enter 15% of Item 6	8	\$ _____
9. Add Late Payment Interest:      If postmarked 30 days after the 15th, 10% annual interest of Item 6	9	\$ _____
10. Amount Due:      Item 6 minus item 7 or Item 6 plus Items 8 and 9	10	\$ _____
11. Over/Underpayments:      Adjustment for prior reporting period overpayments or shortages	11	\$ _____
12. Grand Total:      Make payment payable to: <b>City of Dallas</b>	12	\$ _____

"The tax remitted and paid to the City of Dallas with this report was collected pursuant to the requirements of Chapter 44, Article V in the Dallas City Code "as amended."

I declare under penalties prescribed in Dallas City Code, Sec. 44-39, that the information contained in this document is true and correct to the best of my knowledge. I understand that all information is subject to audit by the City of Dallas.

**Duly authorized Agent:**

**Print name of authorized agent:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Sign here:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: Unsigned reports will be considered incomplete and will be returned to the reporting hotel or parties. Penalty and / or interest assessments will be levied if not received by the 25th day of the month following when the tax is collected.

Postmarked by the due date (15th):	retain 1% collection fee
1 to 10 days late (16th - 25th):	pay all taxes collected
11 to 30 days late:	pay all taxes collected + 15% penalty
More than 30 days late:	pay all taxes collected + 15% penalty plus 10% annual interest beginning 30 days after the due date

This form may be found at the following site.  
 Web Link: [http://www.dallascityhall.com/controller/hotel\\_taxes.html](http://www.dallascityhall.com/controller/hotel_taxes.html)