

INSTRUCTIONS FOR DATA ENTRY

TPID ASSESSMENT AND HOT COMBINED MONTHLY REPORT

Please notice that some data has been filled in for illustrative purposes and **will have to be updated as needed by the preparer**, such as:

- Filing Period – Month and Year
- Tourism Public Improvement District (TPID) Status – Yes or No
- Received Date

DATA ENTRY on the combined City of Dallas TPID Assessment and Hotel Occupancy Tax (HOT) Report

SECTION 1 – The following boxes should be completed in the first section by entering the information related to your account activity for the month:

- Hotel demographic information
- Business Partner number
- Contract Account number
- Permit number
- Report Filing Period – Month/Year (notice there is a drop-down menu for each)
- Due date, which is on or before the 15th of the month following the report month
 - This field will be automatically updated on the Excel version of the form
- Confirm the TPID box in cell O28 to open a drop down window with the option of “Yes” or “No”
 - Choose “Yes” to signify your hotel has 100 or more rooms, is therefore subject to the Dallas TPID Assessment, and is on the TPID Assessment Roll
 - Choose “No” to signify your hotel has 99 or fewer rooms and is therefore NOT subject to the Dallas TPID Assessment

SECTION 2 – The following boxes should be completed by entering the information related to your monthly report. Update the amounts on line 1, 2, and 3 with your actual numbers.

- Payment (Received) Date – this is the expected date of the official post mark when it is mailed
 - The spreadsheet formulas will use this date to determine applicability and calculation of the 1% collection fee (tax discounts), penalties, and interest.
 - Entering the wrong date in this cell (I31) may generate an inaccurate report.
 - The official post mark on the envelope will still control the payment date.
 - Payments that are not made by the due date (15th) are subject to loss of the 1% collection fee that would otherwise be deductible by the hotel per City Code Sec.44-37(c).
 - If the payment is not actually made in a timely manner, penalty and interest may apply, per City Code Sec. 44-39(c).
- Room Receipts – Total Gross Receipts for Room Revenue (line 1)
- Exemptions – 30+ days or permanent residents (line 2) City Code Sec. 44-35.1(a) allows exemptions per:
 - Texas State Code Section 156.101
 - A person who has the right to use or possess a room in a hotel for at least 30 consecutive days, so long as there is no interruption of payment for the period.
- Other Exemptions – as allowed by City Code Sec. 44-35.1(a) and supported by proper certification (line 3)
 - Texas Tax Code Section 156.103 – Exception – State and Federal Government

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The Excel format is designed to complete the rest of the form, including calculation of collection fee, penalty, and interest, if applicable. Again, the form is designed to automatically calculate the results.

NOTE – DO NOT CHANGE THE FORM:

- If any formulas, contained in these spreadsheets are changed by the preparer, this may result in:
 - A miscalculation and underpayment of the amounts due; and
 - Assessment of penalty and interest.

SECTION 3 – Lines 6 through 12 are the ones to report the TPID Assessment Fee, if applicable, and are automatically calculated.

SECTION 4 – The calculations for lines 13 through 18 are automatically calculated.

Line 13 adds the TPID Assessment (line 6) to the Net Hotel Receipts (line 5) and reports the Total Taxable Receipts for Hotel Occupancy Tax purposes. The 7% HOT (line 14) is based on the amount reported on line 13.

Line 19 is used to report any previously agreed-upon Over or Underpayments from previous reports made by your hotel. Overpayments will be entered as a negative number while Underpayments will be entered as a positive number.

Line 20 combines the Total TPID Assessment Fee (line 12) with the Total Taxes (line 18) with any approved adjustment (line 19). This should be the correct amount upon which the remittance must be made.

It is important that you review the calculations, as the final responsibility for the accurate reporting and payment of the amounts due remains with you.

Please contact us with any questions.

These instructions are subject to change, as required to comply with City Code. The most recent version will be found on the city website at <https://dallascityhall.com/departments/controllersoffice/Pages/hotel-taxes.aspx>