



August 19, 2019

## **New Hotel Occupancy Tax Online System Coming on October 1, 2019**

Dear Property Owner/Manager,

We are pleased to announce that on **October 1, 2019**, the City of Dallas will begin using a new Hotel Occupancy Tax (HOT) online system called MUNIRevs. This new system will allow you to register your property, file your monthly reports, and pay your taxes online. Properties that collect and report Tourism Public Improvement District (TPID) Assessment Fees will also be able to use this new system to report and pay the TPID Assessment Fees. We are requesting that you use the online system to file and pay the amount due beginning with the September 30, 2019 report, which is due on October 15, 2019.

The first step will be to complete the online registration form beginning on **October 1, 2019**. After we review and approve your registration form, we will send you an approval notification. After you receive the approval notification, you may begin filing the reports and making payments online. Additional information will be sent in the near future via email from MUNIRevs and/or by a letter from the City of Dallas with more details relating to the online system and instructions on how to register.

The forms of payment we will accept are e-check and certain credit cards (Visa, MasterCard, and Discover). **Beginning October 1, 2019, we will no longer accept in-person credit card payments at City Hall or wire payments. You may use your credit card only when paying online, and there will be a 2% convenience fee applied to all online credit card payments. We implemented the e-check payment form to replace all wire payments.**

If you have any questions, please feel free to contact us via e-mail at [hoteltax@dallascityhall.com](mailto:hoteltax@dallascityhall.com), or you may call (214) 670-4855 or (214) 671-8508. You may also visit our website at:

<https://dallascityhall.com/departments/controllersoffice/Pages/hotel-taxes.aspx>

Sincerely,

A handwritten signature in blue ink that reads 'Lance Sehorn'.

Lance Sehorn, CPA, CGMA  
Assistant City Controller