

City of Dallas Report of TPID Assessment and Hotel Occupancy Tax



REPORT MUST BE FILED EVEN IF NO TAX IS DUE

If you need to indicate a Change of Ownership, a Change of Name, Address or Phone Number --

Include a completed new Registration Form

Make payment to: City of Dallas

**Please mail your report and payment
or deliver in person to:**

City Controller's Office
Hotel Occupancy Tax
1500 Marilla St., Room 2BS
Dallas, TX 75201

Hotel name: _____

Ownership name: _____

Hotel physical address: _____

Hotel Phone No: _____

Account No: _____

**DO NOT USE THIS FORM FOR PERIODS
AFTER DECEMBER 2022**

Filing period: _____

Due date: _____

City Controller's Office Contact Information:

(214) 670-4855 or (214) 670-4540

TPID

No

Received Date: _____ Expected Post Mark date: _____

A Total Number of Rooms _____

B Number of Rooms Available _____

C Number of Days in Month _____

D Number of Rooms Rented _____

1 - Room receipts: \$ _____ -

2 - Exemptions - Permanent Guests: City Code 44-35.1(a) \$ _____ -

3 - Exemptions - All Others: City Code Sec. 44-35.1(a) \$ _____ -

4 - Total Exemptions: 2 + 3 \$ _____ -

5 - Net Hotel Receipts: 1 - 4 \$ _____ -

Occupancy of at least 30 days (Sec. 156.101)

Requires Qualified Certifications

6 - TPID Assessment: 2% X #5 \$ _____ -

TPID only due if Hotel is on the Assessment Roll

7 - TPID Discount: 1% X #6 \$ _____ -

If postmarked by the 15th

8 - TPID Late Payment Penalty (Base): 15% X #6 \$ _____ -

If postmarked after the 25th

9 - Reserved for future use. \$ _____ -

10 - TPID Late Payment Interest (Base): 1% X #6 \$ _____ -

If postmarked 30 days after the 15th

11 - TPID Additional Monthly Interest: 0% X #6 \$ _____ -

If postmarked 60 or more days after the 15th

12 - Total TPID Assessment Fee: #6 - #7 + #8 + #9 + #10 + #11 \$ _____ -

Add another 1% for each additional 30 days

13 - Total Taxable Receipts: 5 + 6 \$ _____ -

14 - Hotel Occupancy Tax: 7% X #13 \$ _____ -

Dallas City Code - Sec. 44-35-b

15 - Tax Discount: 1% X #14 \$ _____ -

If postmarked by the 15th - Code 44-37(c)

16 - Tax Late Payment Penalty: 15% X #14 \$ _____ -

If postmarked after the 25th - Code 44-39(c)

17 - Tax Late Payment Interest: 10% X #14 \$ _____ -

If postmarked 30 days after the 15th

18 - Total Taxes: #14 - #15 + #16 + #17 \$ _____ -

19 - (Over)/Underpayments: \$ _____ -

Only enter when authorized by City

20 - Grand Total: #12 + #18 - #19 \$ _____ -

**Make payment payable to:
City of Dallas**

"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. All documentation supporting the revenues reported and exemptions claimed shall be retained until audited by the City of Dallas or the City of Dallas agrees in writing that such documentation is no longer required.

Duly authorized Agent:

Print name of authorized agent: _____ Phone #: _____

Sign here: _____ Date: _____ E-mail: _____

Note: Unsigned reports will be considered incomplete and will be returned to the reporting hotel or parties. Penalty 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):	discount 1% from taxes due
1 to 10 days late (16th - 25th):	all taxes due (no discount)
11 to 30 days late:	all taxes due + 15% penalty
More than 30 days late:	all taxes due + 15% penalty + 10% interest compounded annually beginning the day after the due date