

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
To pay in person at Dallas City Hall:
 Special Collections Department
 1500 Marilla Street, Room 2DS
 Dallas, TX 75201-6318
Or mail payment to:
 Hotel Occupancy Tax
 P. O. Box 139076
 Dallas, TX 75313-9076
City Controller's Office Contact Information:
 214/670-4855 or 214/670-4540 or 214/671-8508

Hotel name: _____
 Ownership name: _____
 Hotel physical address: _____
 Hotel Phone No: _____
 Account No: _____
 Filing period: _____
 Due date: _____

TPID only due if Hotel is on the Assessment Roll

TPID	No
------	----

Received Date:	Expected Post Mark date		A Total Number of Rooms	
1 - Room receipts:			B Number of Rooms Available	
2 - Exemptions - Permanent Guests: City Code 44-35.1(a)			C Number of Days in Month	
3 - Exemptions - All Others: City Code Sec. 44-35.1(a)		\$ -	D Number of Rooms Rented	
4 - Total Exemptions: 2 + 3		\$ -	Occupancy of at least 30 days (Sec. 156.101)	
5 - Net Hotel Receipts: 1 - 4		\$ -	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 HOT Taxes: #14 - #15 + #16 + #17		\$ -		
19 - Additional Occupancy Tax: 2% X #13		\$ -		
20 - Tax Discount: 1% X #19		\$ -		
21 - Tax Late Payment Penalty: 15% X #19		\$ -		
22 - Tax Late Payment Interest: 10% X #19		\$ -		
23 - Total Additional HOT Taxes: #19 - #20 + #21 + #22		\$ -		
24 - (Over)/Underpayments:		\$ -	Only enter when authorized by City	
25 - Grand Total: #12 + #18 + #23 + #24		\$ -	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.