

**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: \_\_\_\_\_

**City Controller's Office Contact Information:**  
 (214) 670-4855 or (214) 670-4540

Filing period: \_\_\_\_\_  
 Due date: \_\_\_\_\_

**TPID only due if Hotel is on the Assessment Roll**

TPID	No
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Received Date:	Expected Post Mark date		A Total Number of Rooms	
			B Number of Rooms Available	
			C Number of Days in Month	
1 - Room receipts:			D Number of Rooms Rented	
2 - Exemptions - Permanent Guests: City Code 44-35.1(a)			Occupancy of at least 30 days (Sec. 156.101)	
3 - Exemptions - All Others: City Code Sec. 44-35.1(a)		\$ -	Requires Qualified Certifications	
4 - Total Exemptions: 2 + 3		\$ -		
5 - Net Hotel Receipts: 1 - 4		\$ -		

6 - TPID Assessment: 2% X #5		\$ -	<b>TPID only due if Hotel is on the Assessment Roll</b>
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.