

**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

Hotel name: \_\_\_\_\_

**To pay in person at Dallas City Hall:**

Ownership name: \_\_\_\_\_

Special Collections Department

Hotel physical address: \_\_\_\_\_

1500 Marilla Street, Room 2DS

Dallas, TX 75201-6318

Hotel Phone No: \_\_\_\_\_

**Or mail payment to:**

Business Partner No: \_\_\_\_\_

Hotel Occupancy Tax

Contract Account No: \_\_\_\_\_

P. O. Box 139076

Permit No: \_\_\_\_\_

Dallas, TX 75313-9076

Filing period: \_\_\_\_\_

**City Controller's Office Contact Information:**

Due date: \_\_\_\_\_

214/670-4855 or 214/670-4540 or 214/671-8508

TPID	No
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Received Date:			Expected Post Mark date
1 - Room receipts:			
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	\$	-	Number of Rooms <input style="width: 50px;" type="text"/>
5 - Net Hotel Receipts: 1 - 4	\$	-	
6 - TPID Assessment: 2% X #5	\$	-	
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	\$	-	<b>Make payment payable to: City of Dallas</b>

"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