

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:

Account No: _____

Hotel Occupancy Tax

P. O. Box 139076

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 only due if Hotel is on the Assessment Roll

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) _____

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 _____

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