



September 25, 2019

New Hotel Occupancy Tax Online System – Delay in Full Implementation Until November 1, 2019

Dear Property Owner/Manager,

We previously informed you that beginning on October 1, 2019, you could begin using the City of Dallas' new online system called MUNIREvs to register your property, file your Hotel Occupancy Tax reports, and pay the applicable taxes.

As we continue to ensure that all the online features function properly and effectively to make your transition to our online system an easy and successful process, we are delaying the implementation date to November 1, 2019.

Beginning on **October 1, 2019**, you will be able to **register** your property online. The process of filing and paying your taxes online is delayed until **November 1, 2019**. Beginning on **November 1, 2019**, for those properties who have registered online, you will be able to file your October 2019 report and make your payment online.

Please use the old filing and payment methods for your September 2019 report which is due on October 15, 2019. You may use the old report form and make your payment as you have done in previous months (including via wire and via credit card at the City Hall).

We will soon send you detailed instructions on how to register your property in the online system beginning on October 1, 2019.

If you have any questions, please feel free to contact us via e-mail at hoteltax@dallascityhall.com, or you may call (214) 670-4855 or (214) 671-8508. You may also visit our website at:

<https://dallascityhall.com/departments/controllersoffice/Pages/hotel-taxes.aspx>

Sincerely,

Lance Sehorn, CPA, CGMA
Assistant City Controller