

City of Victoria Hotel Occupancy Tax Remittance Form

Remit to: City of Victoria, TX • c/o Hotel Occupancy Taxes • P.O. Box 1758 • Victoria, TX 77902

Phone: (361)-485-3080

We accept checks, credit cards, and ACH bank draft

NOTE: Credit card fee is 3% • No fee for ACH bank draft

ATTENTION: If you are filing for more than one filing period, please complete a separate return for each period.

Payments are due by the 20th of the month following the monthly reporting period and are considered late on the 21st. Taxpayers are eligible for the 1% discount if the remittance is paid on or before the due date.

1. Business Name: _____ 2. Business Mailing Address: _____ 3. Business City, State, Zip: _____
 4. Contact Name: _____ 5. Contact Email: _____ 6. Contact Phone: _____
 7. Physical Location Address: _____ No. of Units / Rooms Available: _____ No. of Units / Rooms Rented: _____
 8. I am filing Hotel Occupancy Taxes for the month and year ending: _____ 9. I declare I did not have any taxable receipts.

10. Permit #	11. Hotel/Motel or Short-term Rental Unit Name/Address	12. Total Receipts	13. Total Taxable Receipts	14. 2% Venue Tax Amount	15. 7% Occupancy Tax Amount	16. 1% Discount (if applicable)	17. 15% Penalty (if applicable)	18. 6% Interest (if applicable)	19. Venue and Occupancy Tax Amount Due

20. Taxpayer Changes: Please use this section to show any changes or corrections on the Taxpayer. If this property has been sold or transferred, please indicate the New Taxpayer's Information.

Taxpayer Name: _____ Mailing Address: _____ City, State, Zip: _____
 Contact Email: _____ Contact Phone: _____ Date of Change: _____

21. PROPERTY CHANGES Please check one (if applicable):

- I will not be renting this property any longer - this is my final report.
 I have sold this property and will not be renting it any longer - this is my final report.
 I am renting this property, but only for periods of 30 days or more at a time - this is my final report.

22. By signing below, I declare that the information in this document and any attachments are true and correct to the best of my knowledge and belief.

Sign Here _____ Print Here _____
 Signature of Duly Authorized Agent Printed Name of Duly Authorized Agent Date

Returned Funds Disclaimer: Each returned item (check, automated clearing house (ACH) or credit card) received by the City of Victoria due to insufficient funds will be assessed a \$30 administration fee. The City is not responsible for any additional bank fees that will accrue due to the submission of the returned item.

Instructions for Completing the City of Victoria Hotel Occupancy Tax Report**WHO MUST FILE:**

You must file this report if you are a sole owner, partnership, corporation or other organization that owns, operates, manages or controls any hotel, motel, or bed and breakfast within the City of Victoria

Complete and detailed records must be kept of all receipts reported and exemptions or reimbursements claimed so that reports can be verified.

Failure to file this report and pay applicable tax may result in collection action as prescribed by Title 2 of the Tax Code.

WHEN TO FILE:

Reports must be filed on or before the 20th day of the month following the monthly reporting period.

January 1-30 - Due February 20th	March 1-31 - Due April 20th	May 1-31 - Due June 20th	July 1-31 - Due August 20th	September 1-30 - Due October 20th	November 1-30 - Due December 20th
February 1-28 - Due March 20th	April 1-30 - Due May 20th	June 1-30 - Due July 20th	August 1-31 - Due September 20th	October 1-31 - Due November 20th	December 1-31 - Due January 20th

If the due date falls on a Saturday, Sunday or City holiday, the preceding business day will be the due date.

**** Reports must be filed for every month even if you have no receipts subject to tax or no tax due. ****

SPECIFIC INSTRUCTIONS

Item 1-6 Review the Business Name (i.e., LLC or Company name), Business Mailing Address, Business City, State, and Zip. Enter the current Contact Name, Contact Email and Contact Phone number.

Item 7 Review the Physical Location Address and enter the number of units/rooms. If multiple locations, enter permit number (if applicable) and information in fields 10 - 19.

Item 8 Indicate which month and year you are filing Hotel Occupancy Taxes for. If you are filing for more than one filing period, please complete a separate form for each period.

Item 9 Check this box if you have \$0 taxable receipts during the quarter.

Item 10 Hotels/Motels do not enter a Permit number. If you are an **STR**, enter the permit numbers for each unit. This number can be found on your permit. If a permit number has not been issued to you, please contact Development Services to register your STR.

Item 11 Enter the Name & Address of your Hotel/Motel or Short-term Rental (STR) Units.

Item 12 **Total Receipts.** These are the total receipts you received during the month. Enter "0" if no receipts were collected.

REMEMBER: Subtract the total amount of exceptions from the Total Receipts (Item 12) and enter the result in the Total Taxable Receipts (Item 13). If you have no taxable receipts to report enter 0. DO NOT ENTER EXEMPTIONS/DEDUCTIONS ON THIS REPORT.

Note: The following are exceptions to the tax:

Use or possession of a room for at least 30 consecutive days as a permanent residence with no interruption of payment for the period;

Use by religious, charitable or educational organizations where no part of the net earnings benefit the organization (see Rule 3.161);

Use by a State of Texas official presenting a hotel tax exemption card. (See Rule 3.161.) NOTE: State government agencies and their employees (except those state employees with hotel tax photo ID cards) may NOT claim an exemption for hotel tax.

Item 13 **Total Taxable Receipts.** These are your gross receipts to include cleaning fees. For example, if the nightly rate is \$200 and the cleaning fee is \$50, the total taxable amount is \$250. Enter "0" if no taxable receipts were collected.

Item 14 **Venue Tax Amount.** Multiply two percent (.02) by the Total Taxable Receipts amount in Item 13, and enter this amount here.

Item 15 **Occupancy Tax Amount.** Multiply seven percent (.07) by the Total Taxable Receipts amount in Item 13, and enter this amount here.

Item 16 **Discount.** If the report is filed and the tax paid on or before the due date (the 20th of the following month), enter a discount of one percent (.01) of the Occupancy Tax Amount - Item 15.

Item 17 **Penalty.** A penalty of 15% applies if payment is not filed and paid within 60 days from the due date. To calculate the penalty, multiply fifteen percent (.15) of item 15 and enter the amount in the column for Item 17.

Item 18 **Interest.** Interest due if not filed and paid by the due date beginning on the first day after the date due until the tax is paid. Calculate interest at 6% (0.06), multiply 0.06 by item 15 and enter the amount in the column for Item 18.

Item 19 **Venue and Occupancy Tax Amount Due.** This is the amount you pay after adding the amount in Item 14 and deducting the discount in Item 16 (if paying on time), or adding the 15% penalty and 6% interest (if paying late) in Item 17-18 to Item 15.

Item 20 **Taxpayer Changes.** Please update the mailing address, email, or phone number as changes occur. If ownership of the property has changed, enter the new owner information as best as you are able. Enter the date of the change.

Item 21 **Property Changes.** Check the applicable box if you are no longer renting this property as a Short-term Rental (STR) for any reason.

Item 22 Sign, Print and Date the form