Hotel Occupancy Tax Remittance Form

Owner's name: _____

Owner's mailing address: _____

Owner's phone#: _____

Owner's email: _____

Property address: _____

STR Permit# (if applicable): _____

Instructions: Select the applicable filing period and complete the information below for your Hotel Occupancy Tax. If payment is mailed, the envelope must be postmarked on or before the due date for the applicable filing period to avoid additional penalties and/or interest. If you are filing for more than one filing period, please complete a separate return for each period.

Taxing Year _____

☐ **1st Quarter (Jan 1st thru March 31st)** ☐ **3rd Quarter (July 1st thru Sept 30th)**

☐ **2nd Quarter (April 1st thru June 30th)** ☐ **4th Quarter (Oct 1st thru Dec 31st)**

Due Date: Must be postmarked on or before the last day of the month following each quarterly filing period. Example: December Taxes due on or before January 31st

1. Taxable Room Receipts: $ _____

2. Exemptions: A Texas Hotel Occupancy Tax Exemption Certificate (Form 12-302) must be completed (and attached to the form) for each exemption claimed on this line. $ _____

3. Total taxable room receipts multiplied by 7% (Line 1 x .07): $ _____

4. Minus discount (if applicable)
   A discount of 1% of tax due (Line 2 x .01): $_____

5. Payments previously credited to this period $_____

6. Plus, Penalty (if applicable):

5% of Line 2 if less than 30 days (Line 2 x .05):
10% of Line 2 if greater than 30 days past due (Line 2 x .10): $_____

7. Plus, Interest (if applicable): Interest due if tax is not filed and
    paid within 60 days from the due date. Calculate interest at 10%
    per year (See Calculating Interest Owed below) $_____

8. **Equals Total Net Amount Due:**   **$_____**
    (Line 2 minus Line 3 and 4 plus Line 5 and Line 6)

Calculating Interest Owed
*   Multiply the tax due by the annual interest rate (interest should be in decimals).
*   Multiply the calculated figure from step one by the number of days interest accrues.
*   Divide the total from step two by the number of days in a year (365 days for "non-leap," i.e., most years; or 366 days for leap years).

EXAMPLE – You owe $1,000 in taxes at a rate of 10 percent (.10) for 150 days, then you owe $41.10 of interest.

* $1,000 (tax due) multiplied by .10 (10%) equals $100.00.
* $100 multiplied by 150 (days of interest) equals $15,000.
*   Divide $15,000 by 365 days. The interest owed is $41.10.

I declare that the information in this document and any attachments is true and correct to the best of my knowledge and belief.

_____
Taxpayer's Signature   Printed Name   Date signed

Please return this form with remittance – Make Check payable to City of Smithville
City of Smithville
Attn: Jessica Cleghorn
P.O. Box 449
Smithville, TX 78957