



HOTEL OCCUPANCY TAX REPORT

1. Hotel Name : _____
2. Owner Name : _____
3. Hotel Address: _____
4. Mailing Address: _____

Report Filing Period

- | | | Year |
|--------------------------|------------------|-------|
| ☐ | 1. Jan, Feb, Mar | _____ |
| ☐ | 2. Apr, May, Jun | _____ |
| ☐ | 3. Jul, Aug, Sep | _____ |
| ☐ | 4. Oct, Nov, Dec | _____ |

5	Total Room Receipts	
6	Less Tax Exemptions	
7	Total Taxable Receipts	
8	Total Tax Due (7% of Line 7)	
9	Penalty	
10	Interest	
11	Total Due / Payable (Line 8 + 9 + 10) if applicable)	

I declare, under the penalties for filing false reports, that this return (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is a true, correct, and complete return. If the return is prepared by other than the taxpayer, his declaration is based on all the information relating to the matters required to be reported in the return of which he/she has knowledge.

Hotel Owner – Please Complete and Sign

Printed Name & Title:

Signature:

Contact Number:

Email:

Date:

Make the amount on line 11 payable to: The City of Tool

Mail Reports & Check To: The City of Tool,
Attn: City Secretary
701 N. Tool, Dr
Tool, TX 75143

**INSTRUCTIONS FOR COMPLETING
THE CITY OF TOOL
HOTEL OCCUPANCY TAX REPORT**

General Instructions

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 in the City of Tool. Failure to file this report and pay applicable tax may result in fines / penalties as prescribed by City Ordinance No. 2020-04, 06/18/2020.

When to File: Reports must be filed or postmarked by the 15th day of the month following the reporting period. If due date falls on a Saturday, Sunday or city holiday, the next business date will be the due date.

Record Keeping: Complete and detailed records must be kept of all receipts reported and exemptions claimed in the event of an audit by the City.

For Assistance: Call 903-432-3522 x 102 or email: contact@tooltexas.org

Form: available for download at www.tooltexas.org

Specific Instructions

Line 05 Enter amount reported to State of Texas

Line 06 Enter Exemption amount, attach Tax Exempt Certificate

Line 07 Enter TAXABLE amount (line 5 minus line 6)

Line 08 Multiply Line 7 by .07

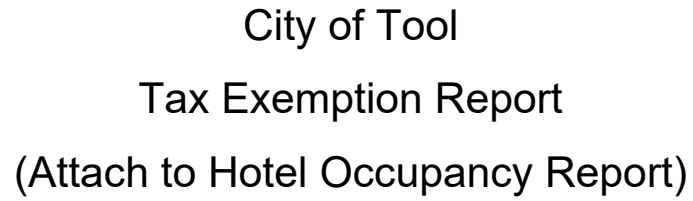
Line 9 If filed or paid after the due date, enter penalty: 1-30 days late, calculate 5% of line 8.
31-60 days late, calculate 10% of line 8

Line 10 If any tax is unpaid 61 days after due date, calculate 10% interest of line 8.

The Following are Exempt from Local Hotel Occupancy Tax

- 1 U.S. Government Agencies
- 2 Military Personnel
- 3 State of Texas Agency, Institution, Board or Commission Members
- 4 Diplomatic Personnel with a Tax Exemption Card
- 5 Occupants whose use or possession extends thirty (30) days or longer

** Record exemption number on Tool Tax Exemption report in "Exemption Type" field*

[illegible]