



# HOTEL OCCUPANCY TAX REPORT

1. Hotel Name : \_\_\_\_\_
2. Owner Name : \_\_\_\_\_
3. Hotel Address: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_

Report Filing Period		
		Year
<input type="checkbox"/>	1. Jan, Feb, Mar	_____
<input type="checkbox"/>	2. Apr, May, Jun	_____
<input type="checkbox"/>	3. Jul, Aug, Sep	_____
<input type="checkbox"/>	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	Discount (1% of line 8)	
10	Tax Due After Discount (Line 8 minus Line 9)	
11	Penalty	
12	Interest	
13	Total Due / Payable (Line 10 + 11 + 12 if applicable)	

***This form must be completed in its entirety to be eligible for the 1% prompt payment credit.***

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.

Duly Authorized Agent		
Printed Name & Title:		
Signature:		
Contact Number:	Email:	Date:
Make the amount on line 13 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 20th 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](mailto:contact@tooltexas.org)

**Form:** available for download at [www.tooltexas.org](http://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 09 1% discount allowed if tax is paid by 20th of the month following the reporting period. Returns must be postmarked on or before the due date to be considered timely. Form must be filled in its entirety to receive the discount.
- Line 10 Subtract line 9 from line 8
- Line 11 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 12 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*

