

Town of Addison Hotel Occupancy Tax Report

Hotel Name _____
Taxes for Month Ending _____

Computation of Hotel Occupancy Tax Due:

Gross Room Revenues	_____	(A)
Tax Exemptions:		
-Federal Government/ Texas Government Officials ¹	- _____	(B)
-Permanent Residents ²	- _____	(C)
Total Exemptions (B+C)	_____	(D)
Taxable Revenue (A-D)	_____	(E)
Town Tax (E x 7%)	_____	(F)
Late Penalty ³	+ _____	(G)
Administrative Discount ⁴ (F x 1%)	- _____	(H)
Total Remittance (F+G-H):	_____	

I, _____ certify that the above information is true and correct as
(Print Name)
shown in the records of _____.
(Hotel, Management Company, etc.)

Signature

Title

Telephone Number

Remit report with check to:
Town of Addison
Collections
PO Box 9010
Addison, TX 75001-9001

Located at: 5350 Belt Line Road

¹ Includes US Government Agencies/Employees, State of Texas Officials who present a photo identification card issued by the State and foreign diplomats who present a Tax Exempt card issued by the US Department of the State. Hotel is required to attach copies of the Identification Cards.

² Occupant must (a) inform the hotel prior to the stay of intent to stay for an extended period of time and (b) reside in the hotel for 30 or more consecutive days. If occupant does not inform the hotel of intent to reside for 30 days, guest is not tax exempt until he/she signs form of intent **or** on the 31st day of stay. Attach a copy of contract or signed letter.

³ Report is due on the last day of the month following each calendar month. Failure to pay by this date results in a 5% penalty if paid the end of the second month or 10% if paid by the end of the third month. Thereafter, delinquent taxes shall draw interest at the rate of 6% per annum beginning 60 days from the due date.

⁴ Hotel operator may deduct 1% of calculated tax as compensation for collecting and remitting the tax to the Town of Addison. If discount is applied, the Town must receive the tax before the 25th of each month.