



# TOWN OF ADDISON HOTEL OCCUPANCY TAX REPORT

For questions call (972) 450-7071

Hotel Name \_\_\_\_\_ Taxes Ending: *Month* \_\_\_\_\_ Year \_\_\_\_\_

Property Address \_\_\_\_\_ Number of Rooms \_\_\_\_\_

**Computation of Hotel Occupancy Tax Due** *Send supporting documentation for any exemptions claimed with your remittance.*

Gross Room Revenues		(A)
Tax Exemptions		
➤ Government Officials	1	(B)
➤ Permanent Residents	2	(C)
Total Exemptions (B + C)		(D)
Net Revenue (A - D)		(E)
Administration Exclusion	3	(F)
<b>TPID Assessment (E - F) x 2%</b>		(G)
Total Taxable Revenue (E + G)		(H)
<b>Town Tax (H x 7%)</b>		(I)
<b>Total Tax Due (G + I)</b>		(J)

**PENALTY AND INTEREST IS DUE IF PAYMENT IS RECEIVED AFTER THE DUE DATE:**

10% Penalty of tax received not more than 30 days after due date (I x 10%)	(K)
10% Penalty of tax received more than 30 days after due date (I x 10%)	(L)
10% Interest per annum beginning 30 days after due date (I x 10% per annum)	(M)
<b>Total Late Penalty (K + L + M)</b>	(N)

**Total Remittance (J + N)**

I, \_\_\_\_\_ certify that the above information is true and correct  
(NAME)

as shown in the records of \_\_\_\_\_  
(Hotel, Management Company, etc)

Title \_\_\_\_\_ Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Signature**

**Date**

Please return this portion with remittance - Checks payable to Town of Addison



Town of Addison  
Attention: Ismael Villalta  
5300 Belt Line Road  
Dallas, Texas 75254

- Includes US Government Officials, State of Texas Officials presenting hotel tax exemption cards, and foreign diplomats presenting a tax exempt card issued by the US Department of State.
- Occupant must (a) inform the hotel prior to the stay of intent to stay for an extended period of time or (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 31<sup>st</sup> day of stay. Attach a copy of contract of signed letter. Occupant is not eligible for a refund of the tax paid before the form of intent was signed.
- Exemption for existing agreements in place prior to May 1st, 2025. Contact the Town Finance Department to verify applicability.
- Report is due no later than the 20th day of the month following each calendar month in which the tax is earned.
- Per annum interest is calculated as follows: 10% of taxes due, divided by 365, multiplied by number of days tax payment is late, beginning 30 days after due.