



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

Table with 2 columns: Description and Amount. Rows include Gross Room Revenues (A), Tax Exemptions (B, C), Total Exemptions (D), Taxable Revenue (E), and Town Tax (F).

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 (F x 10%) (G)
10% Penalty of tax received more than 30 days after due date (F x 10%) (H)
10% Interest per annum beginning 30 days after due date (F x 10% per annum) (I)
Total Late Penalty (G + H + I) (J)

Total Remittance (F + J)

I, \_\_\_\_\_ (NAME) certify that the above information is true and correct
as shown in the records of \_\_\_\_\_ (Hotel, Management Company, etc)
Title Phone Number
E-mail Address

Send supporting documentation for any exemptions claimed with your remittance.

Signature Date

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

Town of Addison
PO Box 676973
Dallas, TX 75267-6973



- 1. 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.
2. 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.
3. Report is due no later than the 20th day of the month following each calendar month in which the tax is earned.
4. 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.