



HOTEL OCCUPANCY TAX REPORT

Quarter Ending _____
Name of Hotel/Motel _____
Mailing Address _____

(See instructions on the back for
completing this form)

Units/Days Occupied	Gross Revenue	Average Rate	Taxable Revenue	7% Tax (1)

TAX COMPUTATIONS		PENALTY COMPUTATIONS	
IF PAID BEFORE THE 25TH OF THE MONTH, YOU MAY DEDUCT 1% (.01) FROM THE TOTAL TAX DUE		IF PAID AFTER THE 25TH OF THE MONTH, ADD 10% (.10) OF THE TOTAL TAX DUE IF PAID AFTER 30 DAYS.	
(a) 7% Tax (1) (from above)	_____	(c) 7% Tax (1) (from above)	_____
(b) Less 1% (.01)	_____	(d) Plus 10% (.10)	_____
Total Due (a) – (b)	_____	Total Due (c + d)	_____

Person responsible for this return _____

Title _____ Telephone _____

Signature _____ Date _____

Warning: Both state statutes and local ordinance provide for similar penalties in case of filing false information on this or state tax returns.
Refer to Code of Ordinances §38.57 regarding penalties for failure to file, report or pay the tax on a timely basis.

Attach: Copy of State Report

Mail to: Director of Finance
City of Jacksboro
112 West Belknap
Jacksboro, Texas 76458

INSTRUCTIONS FOR COMPLETING HOTEL OCCUPANCY TAX REPORT

Quarter Ending: Month and ending date for the quarter being reported.

Name of Hotel/Motel: Name of the entity.

Mailing Address: Street address of entity.

Units/Days Occupied: Add the number of units occupied each day for the entire month.

EXAMPLE: If there were 10 units occupied each day for 30 days
then the Units/Days Occupied = 300

Gross Revenue: Total revenues received for the month.

(Includes taxable and non-taxable revenues.)

Average Rate: Divide "Gross Revenue" by "Units/Days Occupied".

Taxable Revenue: "Gross Revenue" less the amount of revenues from exempted persons or entities per section 156.103 of the Texas Tax Code.

7% Tax: "Taxable Revenue" times .07 (7%).

Tax Computations: "7% Tax" minus 1% discount for filing on time.

Penalty Computations: "7% Tax" plus 10% if paid 30 days after the 25th day of the month the report is due.