

**REPORT OF HOTEL OCCUPANCY TAX – CITY OF DRIPPING SPRINGS, TEXAS**

Taxpayer number: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

**Due Date is the 20<sup>th</sup> day of the month following the Reporting Period**

Trade Name: \_\_\_\_\_ Owner Name: \_\_\_\_\_

Location Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

1. <b>TOTAL RECEIPTS:</b> Enter the gross receipts for all sleeping rooms rented, including sleeping rooms claiming an exemption. Do not include miscellaneous charges such as for telephone, safes, personal services, etc.	\$
2. <b>EXEMPTIONS:</b> Enter exempted receipts. A Texas Hotel Occupancy Tax Exemption Certificate (Form 12-302) must be completed for each exemption claimed on this line. (Note: Local exemptions are not the same as State exemptions-see instructions for details of allowable exemptions.)	\$
3. <b>TAXABLE RECEIPTS:</b> Enter the total taxable receipts by subtracting the EXEMPTED receipts (line 2) from the TOTAL RECEIPTS (line 1).	\$
4. <b>TAX RATE FOR CITY OF DRIPPING SPRINGS (7%):</b>	<b>.07</b>
5. <b>TAX:</b> Multiply the TAXABLE RECEIPTS (line 3) by the TAX RATE (line 4) and enter the result.	\$
6. <b>DISCOUNT:</b> Payments made by the DUE DATE following the end of the REPORTING PERIOD where no outstanding delinquent report exist, may withhold a 1% discount. Multiply the TAX (line 5) by .01, and enter the result. Non-qualifiers enter zero and continue to line 7.	\$
7. <b>TOTAL:</b> Subtract DISCOUNT (line 6) from TAX (line 5), enter result here, and skip to line 11. If paid after the DUE DATE, enter amount from line 5 here, and calculate late charges on lines 8-10.	\$
8. <b>PENALTY:</b> For any tax paid after the DUE DATE, check the correct box: 5%-1-30 days late; 10%-31 or more days late. Calculate the penalty based on the percentage checked and enter the result.	\$
9. <b>INTEREST:</b> Rate is 10% per annum for all days beginning with the 60 <sup>th</sup> day after the DUE DATE. Multiply penalty rate times the number of days delinquent, beginning with the 60 <sup>th</sup> day after the DUE DATE. Enter the RATE ____%. Calculate interest due by multiplying the RATE (filled in the blank) times the amount of TAX on line 5, and enter the result.	\$
10. <b>TOTAL LATE CHARGES:</b> Add the amounts on lines 8 and 9 and enter the total.	\$
11. <b>AMOUNT DUE:</b> If paying the tax current, enter the total from line 7. If paying after the DUE DATE, enter the sums of line 7 TOTAL and line 10 TOTAL LATE CHARGES, and enter the result.	\$

Remit AMOUNT DUE in line 11 to: City of Dripping Springs, P.O. Box 384, Dripping Springs, TX 78620

I, \_\_\_\_\_ *declare that the information in this document and any attachments*  
 (Print Name)

*is true and correct to the best of my knowledge and belief.* \_\_\_\_\_

Signature of duly authorized agent                      Date

Title \_\_\_\_\_ Daytime Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**For assistance call (512) 858-4725**