



## CITY OF ALVARADO HOTEL OCCUPANCY TAX REPORT

(See instructions on back for completing this form)

<b>REPORT FOR MONTH ENDING</b>	
Name & Mailing Address	
of Hotel/Motel	

Units / Days Occupied	Total Room Receipts	Total Taxable Receipts

1. Total taxable receipts .....	1. _____
2. Tax due - 7% of line 1.....	2. _____
3. Discount if paid on time (on or before the 20th) enter 1% of line 2.....	3. _____
4. Tax due after discount (Line 2 minus line 3).....	4. _____
5. Penalty if paid after the 20th, enter 15% of line 2 .....	5. _____
6. Interest 10% per year from the first day after the 20th .....	6. _____
<b>7. TOTAL AMOUNT DUE AND PAYABLE.....</b>	<b>7. _____</b>
<b>(LINE 4 PLUS LINE 5 PLUS LINE 6)</b>	

Total units available during this month \_\_\_\_\_ (Total units x number of days in month)  
 Maximum units occupied this month \_\_\_\_\_ (Maximum units occupied on any 1 day in month)  
 Minimum units occupied this month \_\_\_\_\_ (Fewest units occupied on any 1 day in month)

Person responsible for this return \_\_\_\_\_  
 Title \_\_\_\_\_ Telephone \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Warning: Both state statutes and local ordinances provide for similar penalties in case of filing false information on this or state tax returns.  
 The tax remitted and paid to the City of Alvarado with this report was collected pursuant to the requirements of Chapter 36, Alvarado City Code, as amended.

Mail to : Accounting Department  
 City of Alvarado

104 W. College  
Alvarado, TX 76009

**INSTRUCTIONS FOR COMPLETING HOTEL OCCUPANCY TAX REPORT**  
**FOR THE CITY OF ALVARADO, TEXAS**

**(Taxes are due by the 20th of the month following the reporting period.)**

**Month Ending:** Month being reported.

**Name of Hotel / Motel:** Name of entity (Hotel / Motel / Bed-and-Breakfast).

**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 Receipts:** Total receipts received for the month.

(Includes taxable and non-taxable receipts)

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

1. **Taxable Receipts:** "Gross Receipts" less the amount of receipts from exempted persons or entities per Section 156.103 of the Texas Tax Code.
2. **7% Tax:** "Taxable Receipts" times 7% (07).
3. **Discount:** If the tax is paid on or before the due date (20th of the month following the reporting period), enter a discount of 1% (.01) times the amount on Line 2.  
  
If the 20th falls on a Saturday, Sunday or holiday, the next business day will be the due date.  
  
If the payment is mailed, the date of the postmark will be honored.
4. **Tax Due:** Tax due after Discount. (Line 2 minus Line 3)
5. **Penalty Computation:** If tax is paid after the due date (20th of the month following the reporting period), a penalty is added equal to 15% times Line 2
6. **Interest:** If tax is unpaid after the due date, interest of 10% per year accrues from the first day after the due date.  
  
(Line 4 times 10%, divided by 365, times the number of days past due)
7. **Total Amount Due and Payable:** Line 4 plus line 5 plus line 6)

**Total units available during month:** Total number of units available times number of days in month.

**Maximum units occupied this month:** Maximum number of units occupied on any one day during the month.

**Minimum units occupied this month:** Fewest number of units occupied on any one day during the month.