



601 Tremont Street (23rd) - Galveston, TX 77550 - (409) 797-5132 HotTax@galvestonparkboard.org

HOTEL OCCUPANCY TAX COLLECTION REPORT

Please print/type all requested information. A fillable form is available at: www.galvestonparkboard.org

Property Address: _____ Property I.D.: _____ *
Number & Street Unit # Zip code

***The Property I.D. # is a 6-digit number assigned to a property by the Galveston Central Appraisal District
Go to www.galvestoncad.org to locate the Property I.D.#**

CONTACT INFORMATION for PERSON FILING THIS REPORT:

Name: _____ Email: _____
Street Address/P O Box: _____ Unit #: _____
City/State/Zip: _____ Phone: _____

Payment is due the 20th of the month following the reporting period. (Postmark determines compliance.)

Reporting for (Check one) [] month or [] quarter ending: ___/___/___ Filing date: _____

1. Total revenue from room rentals, cleaning fees, linen fees, pet fees, etc. \$ _____

2. Allowable deductions: Federal government employees and 30+ day rentals..... \$ _____

NOTE: Exemption Certificates & long-term rental agreements must be kept on file and available upon request.

3. Taxable receipts (Line 2 minus Line 3) \$ _____ 5.

Tax due (9% times Line 4)..... \$ _____

- a. Penalties:
- b. Add 5% of tax due (line 5) if payment is 1 to 30 days late.....\$ _____
OR
- c. Add 10% of tax due (line 5) if payment is 31 to 60 days late.....\$ _____
OR
- d. Add 15% of tax due (line 5) if payment is 61+ days late.....\$ _____

AND IF 61+ DAYS PAST DUE, ADD INTEREST AS SHOWN BELOW

7. Interest: Multiply tax due (#5) by .10 and by the # of days past 60 then divide by 365 \$ _____

8. **Total tax due (Add lines 6, 7a, 7b, 7c, and 8)\$ _____**

For assistance with calculating penalties and/or interest. contact kerry@galvestonparkboard.org or (409) 797-5132

Make checks payable to: Galveston Park Board – HOT and mail to: 601 Tremont, Galveston, TX 77550

NOTE: A REPORT MUST BE FILED WHETHER TAX IS DUE OR NOT