



City of Waxahachie
 Department of Finance

HOTEL OCCUPANCY TAX
 HOTEL / MOTEL SUBMISSION REPORT

ESTABLISHMENT NAME			
MAILING ADDRESS		REPORTING PERIOD (e.g., 1/1/2020 TO 1/30/2020)	
		TO	
CITY	STATE	ZIP CODE	Check below if this is a final submission report and
			Business sold _____ Business closed _____
			Date _____ Date _____
See instructions for remitting payment on back of form.		Blacken this box if hotel information has changed. <input type="checkbox"/>	

1.	TOTAL ROOM RECEIPTS		\$ _____
2.	PERMANENT RESIDENTS ¹	\$ _____	
3.	GOVERNMENT EMPLOYEES ²	\$ _____	
4.	TOTAL DEDUCTIONS (= #2 + #3)		\$ _____
5.	TAXABLE RENTS (= #1 - #4)		\$ _____
6.	HOTEL OCCUPANCY TAX - 7%		\$ _____
7.	PENALTY ON LATE PAYMENT ³		\$ _____
8.	INTEREST ON LATE PAYMENT ³		\$ _____
9.	TOTAL TAX, PENALTIES & INTEREST		\$ _____

¹Permanent Resident: Any occupant who has or shall have the right to occupancy of any room or rooms in a hotel for at least (30) consecutive days during the calendar year or preceding year.

²Government Employees: 1) Federal or State employees traveling on official business; 2) diplomatic personnel who present a Tax Exemption card issued by the United States Department of State; 3) Federal or State military personnel.

³5% penalty to be owed after 30 days of payment due date. 10% penalty to be owed after 60 days. Penalty shall never be less than \$100. Delinquent taxes shall draw interest at the rate of 10% per annum beginning 60 days after due date. See Ordinance No. 2270, Section 30-11.4.

I declare under the penalties prescribed in City Ordinance No. 2270, as may be amended, that the information contained in this document is true and correct to the best of my knowledge and belief.

SIGNATURE	TITLE	DATE
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Payment must be received by the City of Waxahachie no later than thirty (30) days after the end of the reporting period.

Please also include a copy of the confirmation of your state report.