



City of Fredericksburg Hotel Occupancy Tax Report

1. Entity Name C/o	4. Quarter Ending	5. Due Date
2. Mailing Address	2. Physical Address of Entity	
3. Additional Information (Phone Numbers, Email Addresses, Additional Contacts, Etc...)		

<i>If you file for more than one entity, please attach a schedule that identifies each entity and their individual receipts.</i>			
6. Total Receipts	<input type="checkbox"/> B & B # Units	<input type="checkbox"/> Hotel # Units	\$
7. Total Taxable Receipts			\$
8. Total Tax Due (7% of Item 7)			\$
9. Discount (If paid on time, enter 1% of Item 8)			\$
10. Tax Due after Discount (Item 8 minus Item 9)			\$
11. Penalty (see instructions)			\$
12. TOTAL AMOUNT DUE AND PAYABLE (Item 10 plus Item 11) <i>A report must be filed even if no tax is due.</i>			\$

<p>Taxpayer Changes: Please use this space to show any changes or corrections on the Taxpayer. If this property has been sold or transferred, please indicate the New Taxpayer's Information and Date of Change.</p> <p>Taxpayer Name: _____</p> <p>Mailing Address: _____</p> <p>City, State, Zip: _____</p> <p>Telephone: _____</p> <p>Date of Change: _____</p>	<p style="text-align: center;">Property Changes</p> <p><input type="checkbox"/> I will not be renting this property any longer - this is my final report</p> <p><input type="checkbox"/> I have sold this property and will not be renting it any longer - this is my final report</p> <p><input type="checkbox"/> I am renting this property, but only for periods of 30 days or more at a time - this is my final report</p>
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<i>Make amount in Item 12 payable to City of Fredericksburg</i>	<i>Contact Us</i>
Mail to: City of Fredericksburg Finance / Hotel Occupancy Tax 126 W Main Street Fredericksburg, TX 78624	For Assistance call (830) 997-7521 Forms and Instructions available online at www.fbgtx.org

<p><i>I declare that the information in this document and any attachments are true and correct to the best of my knowledge and belief.</i></p>	Date _____	<p style="text-align: center;">Checklist</p> <p><input type="checkbox"/> Tax Payment Enclosed</p> <p><input type="checkbox"/> Copy of State Report</p> <p><input type="checkbox"/> Entity Schedule / Receipts</p>
Sign Here > Duly Authorized Agent	Print Here >	

Instructions for Completing the City of Fredericksburg Hotel Occupancy Tax Report

General Information

Who Must File:

- You must file this report if you are a sole owner, partnership, corporation or other organization that owns, operates, manages or controls any hotel, motel, or bed and breakfast within the City or ETJ of the City of Fredericksburg.
- Complete and detailed records must be kept of all receipts reported and exemptions or reimbursements claimed so that reports can be verified.
- Failure to file this report and pay applicable tax may result in collection action as prescribed by Title 2 of the Tax Code.

When to File:

- Reports must be filed on or before the last day of the month following the quarterly reporting periods including March 31, June 30, September 30, and December 31.
 - 1st Quarter, Jan 1 – Mar 31 due by Apr 30th
 - 2nd Quarter, Apr 1 – Jun 30 due by Jul 31st
 - 3rd Quarter, Jul 1 – Sep 30 due by Oct 31st
 - 4th Quarter, Oct 1 – Dec 31 due by Jan 31st
- Reports must be filed for every period even if you have no amount subject to tax or no tax due.
- If the due date falls on a Saturday, Sunday or City holiday, the next business day will be the due date.

For Assistance:

- Call 830-997-7521 with any questions. To obtain a Hotel Occupancy Tax Report go to the City's web page at www.fbgtx.org.

Specific Instructions

Items 1-2 Enter the trade name, contact person and mailing and physical location addresses (including city, state and ZIP code).

Item 3 Enter phone numbers, email addresses and additional contact persons, etc. so that you may be contacted if needed.

Item 4 Enter the filing period of the report (quarter ending) and, if paying monthly, enter the month.

Item 5 Enter the due date of this report (the last day of the month following the reporting period).

Item 6 Enter the total amount of room receipts for the physical location shown. Enter "0" if no receipts were collected.

REMEMBER: Subtract the total amount of exceptions from the TOTAL RECEIPTS (Item 6) and enter the result in TAXABLE RECEIPTS (Item 7). If you have no taxable receipts to report enter "0". DO NOT ENTER EXEMPTIONS/DEDUCTIONS ON THIS REPORT.

Item 7 Enter the amount of TAXABLE receipts for the physical location shown. Enter "0" if no taxable receipts were collected.

Note: The following are exceptions to the tax:

- Use or possession of a room for at least 30 consecutive days as a permanent residence with no interruption of payment for the period; or
- Use by religious, charitable or educational organizations where no part of the net earnings benefit the organization (see Rule 3.161); or
- Use by a State of Texas official presenting a hotel tax exemption card. (See Rule 3.161.) NOTE: State government agencies and their employees (except those state employees with hotel tax photo ID cards) may NOT claim an exemption for hotel tax.

Item 8 For total tax due enter 7% of item 7.

Item 9 Discount - If the report is filed and the tax paid on or before the due date, enter a discount of one percent (.01) of Item 8.

Item 10 Subtract Item 9 from Item 8 and enter the difference here.

Item 11 Penalty - If the report is delinquent or not paid by the due date, add 15% penalty.

Item 12 Add Items 10 and 11, and enter sum here.