

CITY OF AMARILLO & AMARILLO-POTTER VENUE DISTRICT
MONTHLY
HOTEL/MOTEL TAX REPORT

Customer #:
 Business Name:
 Address:

Account #:

Date of filing: _____
 (Report must be filed by the 10th of the following month to receive discount)

Phone:

Report for the month ending:

TOTAL GROSS RECEIPTS	\$.
LESS: AUTHORIZED TAX EXEMPTIONS (Attach list of Exemptions on Schedule A)	\$.
TOTAL TAXABLE RECEIPTS	\$.
CITY TAX	VENUE DISTRICT TAX	
Total Taxable Receipts times 7% (.07) \$	Total Taxable Receipts times 2% (.02) \$.
Less 1% Discount (if filed and paid on time) \$	Less 1% Discount (if filed and paid on time) \$.
Net Amount Due 1315.30470 \$	Net Amount Due 92310.30470 \$.
Penalty and Interest 1315.30331 \$	Penalty and Interest 92310.30480 \$.
Total City Tax Due \$	Total Venue District Tax Due \$.
TOTAL AMOUNT DUE (SUM OF TOTAL CITY TAX AND TOTAL VENUE DISTRICT TAX)		
\$ _____		
MAKE CHECKS PAYABLE TO CITY OF AMARILLO, MAIL REPORT AND CHECK TO: CITY OF AMARILLO-ACCOUNTING DEPARTMENT, P O BOX 1971, AMARILLO, TEXAS 79105-1971		

City of Amarillo Article III Hotel Room Occupancy Tax and RESOLUTION NO. 6 Amarillo-Potter Events Venue District

On or before the 10th day of each calendar month, every owner of a Hotel/Motel required to collect the tax imposed under this Chapter shall file a report with the City of Amarillo Accounting Department showing the Gross Receipts for the immediately preceding calendar month, as well as any information which the City of Amarillo Accounting Department may reasonably require. Such owner shall, at the time of filing such report, pay over to the City of Amarillo Accounting Department the amount of taxes required to be collected for the rental of Hotels/Motels during the preceding calendar month.

(A PENALTY OF 5% WILL BE ASSESSED IF PAYMENT IS NOT RECEIVED ON OR BEFORE THE 10TH DAY OF MONTH FOLLOWING THE REPORTING PERIOD. AN ADDITIONAL PENALTY OF 5% WILL BE ASSESSED IF PAYMENT IS NOT RECEIVED WITHIN 30 DAYS AFTER THE 10TH DAY OF MONTH FOLLOWING THE REPORTING PERIOD (TOTAL PENALTY IF OVER 30 DAYS LATE IS 10%). INTEREST WILL ACCRUE AT 1% PER MONTH, OR 12% PER ANNUM. IF PAYMENT IS NOT RECEIVED ON OR BEFORE THE 10TH DAY OF MONTH FOLLOWING THE REPORTING PERIOD. (INTEREST IS CALCULATED USING THE FOLLOWING FORMULA: TAX OWED X 12% X (DAYS LATE/365))

Under penalties of perjury, I declare that I have examined this report, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete.

Signature _____

Printed Name _____

Title _____

Date _____

SCHEDULE A HOTEL/MOTEL EXEMPTIONS

Attach to Monthly Report

1. PERMANENT RESIDENTS (30 DAYS OR MORE)

Guest must notify of their intent to stay 30 or more days from the beginning. If stay is interrupted, hotel occupancy taxes must be paid

NAME OF OCCUPANT	NOTIFIED OF INTENT TO STAY	NOTIFICATION DATE
	YES NO	

2. FEDERAL OR STATE EMPLOYEES

Guest must fill out tax exemption certificate (THIS EXEMPTION DOES NOT INCLUDE COLLEGE, UNIVERSITY OR CHARITABLE ORGANIZATIONS)

NAME OF OCCUPANT	AGENCY	DATE
	FEDERAL STATE	

REMINDER: THIS FORM MUST BE ATTACHED TO THE MONTHLY FORM IN ORDER TO RECEIVE EXPEMPTIONS

IF ADDITIONAL ROOM IS NEEDED TO LIST EXPEMPTIONS,
PLEASE COPY THIS FORM AND ATTACH TO REPORT