



**REPORT OF
HOTEL OCCUPANCY TAX
CITY OF RICHARDSON**

**FINANCE
DEPARTMENT**

REPORTING PERIOD		REPORT DATE			DUE DATE
Month	Year	Month	Day	Year	
					Hotel Occupancy Tax Report and Payment are due on or before the 20th day of the month following the Reporting Period.

HOTEL NAME, ADDRESS, & CONTACT INFORMATION

HOTEL NAME			
OWNER / AGENT NAME			
LOCATION ADDRESS			
MAILING ADDRESS			
CONTACT PERSON NAME		TELEPHONE	
CONTACT PERSON EMAIL			

HOTEL OCCUPANCY & AVERAGE DAILY ROOM RATE

# OF ROOMS AVAILABLE FOR RENT		# OF ROOMS RENTED	
MONTHLY OCCUPANCY RATE		AVERAGE DAILY ROOM RATE	

HOTEL OCCUPANCY TAX CALCULATION

1. TOTAL ROOM RECEIPTS	\$	
2. LESS EXEMPT ROOM RECEIPTS	-	
3. TOTAL TAXABLE ROOM RECEIPTS (Line 1 minus Line 2)	=	
4. HOTEL OCCUPANCY TAX RATE		7.00%
5. HOTEL OCCUPANCY TAX DUE (Line 3 multiplied by Line 4)	×	
6. INTEREST @1% (Beginning on 1st day of the month past due date)	+	
7. TOTAL AMOUNT DUE	\$	

AFFIDAVIT

(Pursuant to Richardson City Code, Chapter 12, Article II, Sec. 29)

I declare that the information contained in this Hotel Occupancy Tax Report is accurate to the best of my knowledge and belief.

DULY AUTHORIZED AGENT (Print Name)	TITLE	SIGNATURE	DATE

Instructions:	Mailing Address:	Telephone: 972-744-4120
1. Complete this form entirely;	City of Richardson	
2. Sign the form in the designated location	Attn: Customer Service - Hotel Tax	Email:
3. Mail the completed, signed form with payment.	P.O. Box 831907	TO: customer.service@cor.gov
	Richardson, TX 75083-1907	CC: AskRichardsonTax@cor.gov

* Exempt Room Receipts includes: US Government Agencies/Employees, State of Texas Officials who present a photo identification card issued by the State and foreign diplomats who present a Tax Exempt card issued by the US Department of State. Please maintain copies of the identification cards for back up in your files.

AND

Permanent Residents: Occupant must (a) inform the hotel prior to the stay of the intent to stay for an extended period of time and (b) reside in the hotel for 30 or more consecutive days. Please maintain a copy of agreement to stay for 30+ nights as back up in your files.

*A penalty of 15% will apply for taxes not submitted by the end of the first full municipal quarter following the tax due date. This penalty will be billed by the City of Richardson and shall remain separate from the Hotel Occupancy Tax Report.