

WHO MUST FILE

Every person (sole owner, partnership, corporation or other organization) who owns, operates, manages or controls any hotel or motel in Harris County must file this report (**CHAPTERS 352 AND 354 LOCAL GOVERNMENT CODE**).

WHEN TO FILE

This report must be filed on or before the last day of the month following calendar quarter. **RETURN MUST BE FILED EVEN IF NO TAX IS DUE.**

WHO TO CONTACT FOR ASSISTANCE

For assistance with any Harris County Hotel and Motel Tax problem, contact the Harris County Assessor-Collector of Taxes, (713) 368-2600.

GENERAL INSTRUCTION-TYPE OR PRINT

Complete all applicable items that are not preprinted. If the preprinted information is incorrect cross out the incorrect information and print clearly the correct information.

Item 1

Enter your **TAXPAYER NAME** and **COMPLETE MAILING ADDRESS**.

(NOTE: REFER TO THE T/P# WITH ANY AND ALL CORRESPONDENCE REGARDING THESE TAXES).

Item 2

Enter the ending date of the period of this report, month, day and year reporting. Correct quarter ending dates should be: 03-31, 06-30, 09-30 and 12-31 followed with the correct year.

Item 3

Enter Outlet Name, location address including city, state and zip code. **(IF THE OUTLET IS NEW INCLUDE THE DATE THE OUTLET OPENED).**

Item 5

Occupant must advise the outlet **UPON ARRIVAL**, of their intent to stay 30+ days. Otherwise, the first 30 days are taxable.

Item 6

Other Exemptions acceptable by Harris County are as follows:

- A. Federal or Texas government agency or agency employee or Diplomatic or agency employee or Diplomatic Personnel.
- B. Military personnel traveling on official federal and state military business.

Item 11

If you are applying a credit from a previous quarter, enter amount here. *Request For Overage* form should be attached to filing with signature.

IF REPORTING AND REMITTING AFTER THE DUE DATE—REMIT IN ACCORDANCE TO ITEMS 13, 14 AND 15 – AS FOLLOWS

- A. 1-30 days late filing there is a 5% Penalty of Item 9
- B. 31-60 days late filing Penalty Additional 5% of Item 9
- C. 10% interest Per Annum on Items 9, 13, AND 14

NOTE: IF YOU ARE APPLYING A CREDIT FROM A PREVIOUS QUARTER, PENALTY AND INTEREST ARE CALCULATED ON LINE ITEM 12

Complete the report with a **SIGNATURE**, business phone number and the date the report was completed. (Below the signature, please PRINT THE NAME of the signature.)

IF AN OUTLET HAS CEASED OPERATION, WRITE “OOB” AND DATE OPERATIONS CEASED FOR THAT OUTLET. IF THE OUTLET WAS SOLD ENTER THE DATE OUTLET WAS SOLD, AND NAME, ADDRESS, AND TELEPHONE NUMBER OF NEW OWNER. THE NEW OWNER SHOULD GIVE THE STARTING DATE OF OPERATIONS. A NEW OUTLET SHOULD GIVE THE OPENING DATE, AND A “CONTACT NAME”.