ANN HARRIS BENNETT
Tax Assessor-Collector & Voter Registrar

Hotel Occupancy Tax Appointment of Agent for Online Payments and Filings

This form is for use by a hotel owner in designating a lessee or other person to act as the owner's agent for hotel occupancy tax payments and filings. This designation will not take effect until filed with the Harris County Tax Assessor-Collector's Office. Once effective, this designation will be in effect until the earlier of (1) the date of a written revocation filed with the Tax Assessor-Collector's Office by the owner or the owner's designated agent, or (2) the expiration date, if any, designated below.

Step 1: Owner's Name and Address

Name _____ Phone Number (including area code) _____

Address _____ City, State, Zip Code _____

Step 2: Identify the Hotel Property. Identify all property for which you are granting the agent authority by completing the TP#'s and Hotel Name for each in the table below. The Tax Assessor-Collector may, if necessary to identify the property, request additional information. Additionally, in lieu of listing property below, you may attach a list of all property to which this appointment applies, denoting the total number of additional pages attached in the lower right-hand corner below.

TP #	Hotel Name	Hotel Address

Step 3: Identify the Agent

Name _____ Phone Number (including area code) _____

Address _____ City, State, Zip Code _____

Step 4: Date the Agent's Authority Ends. This designation remains in effect until the date indicated below or until a written revocation is filed with the Tax Assessor-Collector's Office by the hotel owner or the owner's representative. A designation may be made to expire according to its own terms but is still subject to prior revocation by the hotel owner or owner's representative. By designating an agent on this form, previous designations of other agents in connection with the hotel property shown on the form are revoked.

Date Agent's Authority Ends: _____

Authorized Individual's Signature* _____ Date _____

Authorized Individual's Printed Name _____

The individual signing this for is (check one):

- ☐ the hotel owner
- ☐ a property manager authorized to designate agents for the owner
- ☐ another person authorized to act on the owner's behalf other than the person being designated as agent.

* This form must be signed by the hotel owner, a property manager authorized to designate agents for the owner, or other person authorized to act on the owner's behalf other than the person being designated as agent. If you are a person other than the hotel owner, the Tax Assessor-Collector may request a copy of the document(s) authorizing you to designate agents or act on behalf of the hotel owner.

If you have additional hotels for which authority is granted, attach additional sheets providing the TP# and Hotel Name for each property. ***Identify the number of additional sheets attached:*** ..... _____

If you make a false statement on this form, you could be found guilty of a Class A misdemeanor or a state jail felony under section 37.10, Penal Code.