



Annette Ramirez

Tax Assessor-Collector & Voter Registrar

Hotel Occupancy Tax Removal of Agent from Online Payments and Filings

The Harris County Tax Assessor-Collector's Office will remove an agent authorization upon written request by the hotel owner, a property manager authorized to designate agents for the owner, another person authorized to act on the owner's behalf, or the person designated as agent.

Step 1: Owner's Name and Address

_____	_____
Name	Phone Number (including area code)
_____	_____
Address	City, State, Zip Code

Step 2: Identify the Agent to be Removed

_____	_____
Name	Phone Number (including area code)

Step 3: Identify the Hotel Property to which this Removal Applies. Identify all property for which you are removing authority of the agent 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 authorization removal applies, denoting in the lower right corner the total number of pages attached.

TP #	Hotel Name	Hotel Address

Step 2: Comments

The Agent listed in Step 2 above is no longer authorized to represent me in Hotel Occupancy Tax Payments and Filings for those properties listed in Step 3 above.

_____	_____
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
- the person designated as agent

If you have additional hotels for which authority is removed, attach additional sheets providing the TP# and Hotel Name for each property. **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.