



601 Tremont Street (23<sup>rd</sup>) - Galveston, TX 77550 - (409) 797-5132 [HotTax@galvestonparkboard.org](mailto:HotTax@galvestonparkboard.org)

### HOTEL OCCUPANCY TAX COLLECTION REPORT

Please print/type all requested information. A fillable form is available at: [www.galvestonparkboard.org](http://www.galvestonparkboard.org)

Marketing Name: \_\_\_\_\_ (Example: "Getaway Hut")

Property Address: \_\_\_\_\_ R#: \_\_\_\_\_  
Number & Street Unit # Zip code

**\*The 6-digit R# number is assigned to a property by the Galveston Central Appraisal District. Go to [www.galvestoncad.org](http://www.galvestoncad.org) to locate the R#**

#### CONTACT INFORMATION for PERSON FILING THIS REPORT:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address/P O Box: \_\_\_\_\_ Unit #: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Payment is due the 20<sup>th</sup> of the month following the reporting period. (Postmark determines compliance.)

Reporting for (Check one) [ ] month or [ ] quarter ending: \_\_\_/\_\_\_/\_\_\_ Filing date: \_\_\_\_\_

**1. Number of bedrooms \_\_\_\_\_ 1a. Sleeping capacity (including foldout couches) \_\_\_\_\_**

**2. Total number of nights rented during the month/quarter..... \_\_\_\_\_**

3. Total revenue from room rentals, cleaning fees, linen fees, pet fees, etc. .... \$ \_\_\_\_\_

4. Allowable deductions: Federal government employees and 30+ day rentals..... \$ \_\_\_\_\_

**NOTE: Exemption Certificates & long-term rental agreements must be kept on file and available upon request.**

5. Taxable receipts (Line 3 minus Line 4) ..... \$ \_\_\_\_\_

6. Tax due (9% times Line 5)..... \$ \_\_\_\_\_

7. Penalties:

a. Add 5% of tax due (line 6) if payment is 1 to 30 days late.....\$ \_\_\_\_\_

**OR**

b. Add 10% of tax due (line 6) if payment is 31 to 60 days late.....\$ \_\_\_\_\_

**OR**

c. Add 15% of tax due (line 6) if payment is 61+ days late.....\$ \_\_\_\_\_

**AND IF 61+ DAYS PAST DUE, ADD INTEREST AS SHOWN BELOW**

8. Interest: Multiply tax due (#6) by .10 and by the # of days past 60 then divide by 365 \$ \_\_\_\_\_

9. Total tax due (Add lines 6, 7a, 7b, 7c, and 8) .....\$ \_\_\_\_\_

For assistance with calculating penalties and/or interest. contact [kterry@galvestonparkboard.org](mailto:kterry@galvestonparkboard.org) or (409) 797-5132

**Make checks payable to: Galveston Park Board – HOT and mail to: 601 Tremont, Galveston, TX 77550**

**NOTE: A REPORT MUST BE FILED WHETHER TAX IS DUE OR NOT**