

ROOM OCCUPANCY TAX REPORT

CITY OF PLAINVIEW

ATTENTION: Accounting Office
202 West 5th Street
Plainview, TX 79072

For assistance with this report,
call (806) 296-1131.

1. Taxpayer number used on State form	
Taxpayer name	
Mailing Address	_____
2. Physical address of business	_____
3. Physical location where records are kept	_____
4. Report for period ending	
5. Due date	

Note: Each calendar month is a reporting period. Taxes are due and payable on or before the 20th day of the month following the end of each calendar month. If taxes are less than \$500 for a calendar month, you qualify as a quarterly filer. The taxes in that instance are due and payable on the 20th day after the end of the calendar quarter.

6. Total room receipts	\$	-
7. Total taxable receipts		-
8. Total taxes due (7% of Item 7)		-
9. Discount if paid by due date (1% of Item 8)		-
10. Taxes due after discount (Item 8 minus Item 9)		-
11. Penalties (see instructions on reverse side)		
12. Interest (see instructions on reverse side)		
13. Total amount due & payable (Add Items 10,11 & 12)		
Make check payable to the city of Plainview. Mail payment and this form to the above-listed address.	\$	-

I, the undersigned, declare under the penalties described in Article 11, Sections 23-26 and 23-27 of the City of Plainview, Texas, Code of Ordinances that the information in this document is true and correct as attested by my original signature below. I further declare that the attached tax report is a true and accurate copy of the tax report provided to the Texas State Comptroller for the same reporting period as the report to the City of Plainview.

Signature of Taxpayer or Duly Authorized Agent	Date	Daytime Phone
SIGN HERE ✕		
Printed Name:		

**INSTRUCTIONS FOR COMPLETING
THE CITY OF PLAINVIEW HOTEL OCCUPANCY
TAX REPORT**

General Information:

- Who must file: • You must file this return if you are a sole owner, partnership, corporation, or other organization that owns, operates, manages or controls any hotel or motel in Plainview, Texas.
- Complete and detailed records must be kept of all receipts reported and exemptions or reimbursements claimed so that returns can be verified when necessary by an auditor designated by the City of Plainview.
 - Failure to file this return and pay applicable tax may result in collection action.
- When to file: • Returns must be filed on or before the 20th day of the month following the reporting period.
- Returns must be filed for every period even if you have no amount subject to tax or no tax due.
 - If the due date falls on a Saturday, Sunday or holiday observed by the City of Plainview, the next business day will be the due date.
- For assistance: • Call (806) 296-1131 or visit the Accounting Office located at City Hall
202 W 5th Street, Plainview, Texas 79072.

Specific instructions:

- Item 6 Enter the combined total of all total room receipts for the reporting period. Enter "0" if no receipts were collected for the reporting period.
- Item 7 Enter the combined total of all taxable room receipts for the reporting period. Enter "0" if no taxable receipts were collected for the reporting period.
- Item 8 Enter the amount of taxes due, which is seven percent (0.07) of Item 7.
- Item 9 If the report is filed and the tax paid on or before the due date, enter a discount of one percent (0.01) of Item 8. Enter "0" if no discount is taken.
- Item 10 Enter the taxes due after taking any applicable discount, which is Item 8 minus Item 9.
- Item 11 If the report is filed or tax paid after the due date, enter a penalty of five percent (0.05) of Item 8. (Minimum penalty of \$1.00.)
- Item 12 If any tax remains unpaid for 61 days or longer after the due date, enter six percent (0.06) of Item 8 calculated on a per annum rate.
- Item 13 Enter the total amount of taxes due and payable, which is Item 10 plus Item 11 plus Item 12. Make your check, money order or cashier's check payable to the City of Plainview. Mail your payment and this report form to the City of Plainview, ATTN: Accounting Office, 202 West 5th Street, Plainview, Texas 79072.