



QUARTERLY HOTEL/MOTEL OCCUPANCY TAX REPORT

Motel Name & Contact Information

Motel Name: _____
Owner Name: _____
Address: _____
Mailing Address: _____
Email Address: _____
Contact Person: _____
Phone Number: _____

<u>Reporting Period</u>	<u>Due Date</u>
_____ 1 st Quarter; January 1 to March 31	_____ April 30 th
_____ 2 nd Quarter; April 1 to June 30	_____ July 31 st
_____ 3 rd Quarter; July 1 to September 30	_____ October 31 st
_____ 4 th Quarter; October 1 to December 31	_____ January 31 st

Filed: _____ On Time _____ Late

Hotel/Motel Tax Calculation

1. TOTAL GROSS RECEIPTS: Enter the gross receipts for all sleeping accommodations rented, including sleeping accommodations claiming exemptions. Do not include charges such as telephone, safes, personal services, minibars, etc. \$ _____
2. LESS EXEMPTIONS:
 - A. Texas Hotel Occupancy Tax Exemption Certificate (Texas Comptroller Form 12-302) must be completed for each exemption claimed on this line. (Please Note that local exemptions are not the same as State of Texas exemptions). - _____
 - B. Permanent residents (Occupancy of any rooms for at least 30 days) - _____
3. TAXABLE RECEIPTS: Line 1 less Line 2 (A&B) \$ _____
4. KENEDY HOTEL/MOTEL TAX RATE X 7.00%
5. TAX COLLECTED: Line 3 times 7% (.07) \$ _____
6. LESS COLLECTION FEE: Line 5 times 1% (.01). If paid late, enter 0. \$ _____
7. TAX DUE: Line 5 less Line 6 \$ _____
8. LATE PAYMENT PENALTY: If paid on time, enter 0. If paid late, multiply line 7 times 15% (.15) \$ _____
9. TOTAL DUE: Line 7 plus line 8. Please return this Report with your check or money order payable to City of Kenedy. Thank you. \$ _____

I _____ (Print Name) am the _____ owner, _____ manager, or _____ other of the above named Motel. I declare under the penalties prescribed in City Ordinance No. 12-1, as amended, that the information contained in this document covering the above reporting period is accurate, true, and correct, to the best of my knowledge and belief.

Signature Title Date Phone Number

Remit To: City of Kenedy
City Secretary
303 West Main
Kenedy, Texas 78119
830-583-2230