

CITY OF COTTONWOOD SHORES

3808 Cottonwood Drive, Cottonwood Shores, Texas 78657

Mayor: Donald Orr

Mayor Pro-Tem: Cheri Trinidad

Councilmember: Gary D. Parsons



Councilmember: Brigitte Thomas

Councilmember: Michael Hibdon

Councilmember: Roger L. Wayson

"People, Parks and Prosperity"

HOTEL OCCUPANCY TAX QUARTERLY REPORT

(Pursuant to Municipal Ordinance 11043 adopted on January 17, 2013)

Name of Hotel/Rental: _____ Tax ID: _____

Address: _____

PAYMENT SCHEDULE

Quarterly Payment

- January 1 – March 31
- April 1 – June 30
- July 1 – September 30
- October - December 31

Due on or Before

- April 30
- July 31
- October 31
- January 31

1.	Total room receipts	\$
2.	Total taxable receipts	\$
3.	Hotel occupancy tax collected (7% of Item 2)	\$
4.	Less allowed administrative cost (1% of Item 2)	\$ ()
5.	Hotel occupancy tax due	\$
6.	Less refunds or credits	\$ ()
7.	Plus penalties and interest	\$
8.	TOTAL HOTEL OCCUPANCY TAX DUE	\$

Please include a copy of your quarterly state hotel tax report with your payment to the Financial Officer. You must submit copies of information provided to you by all online rental platforms used by you for the Rental, including, but not limited to: Airbnb, VRBO, Tripping.com, FlipKey and HomeAway. Such information should identify the costs paid by all occupants of the Rental, the number of times the Rental has been occupied for the Quarter and the number of days the Rental was occupied by each guest.

Certification of Taxpayer: I declare that the information in this document and any attachments is true and correct to the bed of my knowledge and belief.

Signature of Representative

Date

Printed Name & Title of Representative

Phone Number