Ronnie Keister
Lubbock County Tax Assessor-Collector
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Lubbock, TX 79401
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Hotel Occupancy Tax Remittance Form

Hotel Name _____ Contact Person _____

Address _____ Telephone # _____

_____ Email _____

TIN _____

Report for _____ **Month** **Year** **OR** _____ **Quarter** **Year**

Total Room Receipts $ _____

Exceptions $ _____

Total Taxable Receipts $ _____

Tax Due at 2% $ _____

Penalty $ _____

Interest $ _____

1% Reimbursement for Collection Cost when filed and paid on time $ _____

Amount Due $ _____

Each calendar month is a reporting period and the taxes imposed are due and payable to the County on or before the 20th day of the month following the end of each calendar month.

If a hotel owner owes less than $500 for a calendar month or $1,500 for a calendar quarter, the taxpayer qualifies as a quarterly filer having a reporting period of a calendar quarter and the taxes are due and payable on the 20th day after the end of the calendar quarter.

A hotel owner may deduct and withhold 1% of the amount of the tax due as shown on the report as long as the report is filed on time and the amount due is paid on time.

A hotel owner who fails to report or fails to pay the hotel occupancy tax shall pay a 5% penalty of the amount due by the 20th of the month following. An additional 5% penalty is assessed if the report and payment is not received by the 30th day of the month following.

Delinquent taxes and accrued penalties draw interest at the rate of 10% per annum beginning 60 days after the tax was due.

THE HOTEL OCCUPANCY TAX REMITTED AND PAID TO LUBBOCK COUNTY WITH THIS REPORT WAS COLLECTED PURSUANT TO THE REQUIREMENTS OF THE ORDER IMPOSING THE HOTEL OCCUPANCY TAX BY THE LUBBOCK COUNTY COMMISSIONERS COURT.

_____ _____

Signature of Owner/Remitter Date