



REPORT OF HOTEL OCCUPANCY TAX

City of San Marcos, Texas

REMIT TO:

City of San Marcos
 Director of Finance/HOT Report
 630 E Hopkins Street
 San Marcos, Texas 78666

FOR INFORMATION:

Finance Dept: (512) 393-8170
 Email: cosmaccounting@sanmarcostx.gov

REPORTING PERIOD		REPORT DATE			DUE
MONTH	YEAR	MONTH	DAY	YEAR	
					Hotel Occupancy Tax and report are due on or before the 20th day of the month following the REPORTING PERIOD. Should payment not be received or U.S. Post Office postmarked by the due date, late fees will be assessed. A report MUST be filed even if no tax is due for the reporting period.

TRADE NAME & CONTACT INFORMATION (PLEASE PRINT)		
Trade Name:		Is this location still in business? YES NO If No, as of what date was sold/transferred/closed If this location has been sold or transferred, provide new trade name, the new owner's name, address and telephone number. MAKE CHANGES HERE
Owner Name:		
Location Address:		
Mailing Address (if different from location address):		
Email Address:		
Contact Person:	Telephone Number:	

HOTEL OCCUPANCY TAX CALCULATIONS	ROOMS AVAILABLE FOR OCCUPANCY
The City of San Marcos collects Hotel Occupancy Taxes for all accommodations located in the City limits of the City of San Marcos.	RECEIPTS
1. TOTAL ROOM RECEIPTS	\$
2. LESS EXEMPT ROOM RECEIPTS	-
3. TOTAL TAXABLE ROOM RECEIPTS	=
4. HOTEL OCCUPANCY TAX RATE	
5. HOTEL OCCUPANCY TAX DUE	X
6. LATE PAYMENT PENALTY 15% If applicable, a 15% penalty is due in addition to the amount of tax owed if taxes are postmarked/paid AFTER the due date.	+
7. ADDITIONAL CHARGES If applicable, an additional charge of 1% per month of the total amount due, including penalties, will be assessed if payment is not received within 60 days of the due date.	+
8. TOTAL AMOUNT DUE & PAYABLE TO THE CITY OF SAN MARCOS	\$

AFFIDAVIT

I declare, under the penalties prescribed in the City Hotel Occupancy Tax Ordinance, that the information contained in this document is true and correct to the best of my knowledge and belief.

PRINTED NAME OF AFFIANT	TITLE	AFFIANT SIGNATURE	DATE