



Hotel and Motel Occupancy Tax Report  
City of Round Rock, Texas

Name of Hotel / Motel: \_\_\_\_\_  
Address of Hotel / Motel: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Monthly Report for:

Month: 12 Year: \_\_\_\_\_ Submitted \_\_\_\_\_

Hotel Occupancy Tax Due Computation

A	Total Taxable Receipts	_____
B	<b>Total Tax Owed (9%):</b>	<b>\$ _____ -</b>
C	Portion of HOT Tax at 7%:	\$ _____ -
D	Portion of Venue Tax at 2%:	\$ _____ -
E	less 1% Administrative Fee on HOT tax:	\$ _____ -
F	<b>TOTAL PAYMENT AMOUNT:</b>	<b>\$ _____ -</b>

This amount includes the total tax owed, less the 1%  
admin fee, and any applicable penalty and interest.

Penalty and Interest Computation\*

\*Penalty and Interest is in addition to the amount of tax owed in line B and should be included at the time of payment of taxes only when taxes are postmarked/paid  
after the due date. Complete this section when applicable.

G	Total From Line B Above	\$ _____ -
H	5% Penalty - 1-30 days past due:	\$ _____ -
I	10% Penalty - 31-60 days past due:	\$ _____ -
J	15% Penalty - 61-90 days past due:	\$ _____ -
K	10% Interest (per annum) - 60 days past due:	\$ _____ -
	<b>TOTAL PENALTY AND INTEREST DUE:</b>	<b>\$ _____ -</b>

I certify that the above information is true and correct.

\_\_\_\_\_  
Name Title Date

Return this report and payment to :

CITY OF ROUND ROCK  
221 E. Main Street  
Round Rock, TX 78664

For assistance please call the Finance Department at:  
(512) 218-6623