



HOTEL OCCUPANCY TAX REPORT

Month Ending _____

Name of Hotel Motel _____

Mailing Address _____

Total Units Occupied during the month	x Average Daily Rate	= Gross Revenue	Less: Tax Exemptions	= Taxable Revenue	x 7% Tax (1)

TAX COMPUTATIONS	PENALTY COMPUTATIONS
<p>IF PAID ON OR BEFORE THE 25TH OF THE FOLLOWING MONTH, YOU MAY DEDUCT 1% (.01) FROM THE TOTAL TAX DUE</p> <p>(a) 7% Tax (1) (from above) _____</p> <p>(b) Less 1% (.01) _____</p> <p>Total Due before the 25th _____</p>	<p>IF PAID AFTER THE 25TH OF THE FOLLOWING MONTH, ADD 5% (.05) OF THE TOTAL TAX DUE. IF PAID AFTER 30 DAYS, ADD AN ADDITIONAL 5% (.05).</p> <p>(c) 7% Tax (1) (from above) _____</p> <p>(d) Plus 5% _____</p> <p>(e) Plus add'l 5% _____</p> <p>Total Due after the 25th _____</p> <p>Total Due after 30 days _____</p>

(See instructions on the back for for completing this form)

Total units available during this month _____

Person responsible for this return _____

Title _____ Telephone _____

Signature _____ Date _____

Warning: Both state statutes and local ordinances provide for similar penalties in case of filing false information on this or state tax returns. Refer to Section 7 or 8 of Ordinance 92-451 dated 4/21/92 regarding penalties for failure to file, report or pay the tax on a timely basis.

Mail to:	Finance Department City of Granbury P.O. Box 969 Granbury, TX 76048	Attach: Total Tax Due Copy of State Report
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