

# Instructions for Completing the City of Bartlett Hotel Occupancy Tax Report

## General Information

### Who Must File:

- You must file this report if you are a sole owner, partnership, corporation, or other organization that owns, operates, manages, or controls any hotel, motel, short term rental, or bed and breakfast within the City of Bartlett
- Complete and detailed records must be kept of all receipts reported and exemptions or reimbursements claimed so that reports can be verified.
- Failure to file this report and pay applicable tax may result in penalties pursuant to Ord. 2020- 0713-06 of the City of Bartlett.

### When to File:

- The report and appropriate tax payment are due on the 20th day of the month following each month in which the tax is earned.
- Reports must be filed for every month even if you have no amount subject to tax or no tax due.
- If the due date falls on a Saturday, Sunday or City holiday, the next business day will be the due date.

### For Assistance:

- Call 254-527-3219 with any questions.

## Specific Instructions

- **Rooms Available for Occupancy** – Enter the total number of rooms available for occupancy on property.
- **Total Room Receipts** – Enter the total amount of all receipts during the reporting period.
- **- Less Exempt Room Receipts** – If applicable, enter the total amount of receipts for guest claiming an exemption. Enter “0” or leave blank if this does not apply. Tax is not imposed on Permanent Residents (Guests who stay 30 consecutive days or more).
- **= Total Taxable Room Receipts** – Field auto-calculates the Total Taxable Room Receipts for the reporting period by subtracting the Total Exemptions from the Total Amount of all Room Receipts.
- **X Hotel Occupancy Tax Rate** – Shows the current tax rate (7%) for the City of Bartlett.
- **= Hotel Occupancy Tax Due** – Field auto calculates the Total Hotel Occupancy Tax due for the reporting period by multiplying the Total Taxable Room Receipts by the Hotel Occupancy Tax Rate.
- **+ Late Payment Penalty** – If applicable, enter the penalty amount due if taxes were postmarked/paid AFTER the due date. Enter “0” or leave blank if this does not apply. The late penalty is 10% per month, pro-rated for the actual number of days after the due date until the date paid. *Example: May HOT was \$1,000 and was paid on June 22 (two days late). 10% of \$1,000 is \$100. Divide \$100 by 30 to get the daily rate. Multiply the daily rate by the number of days late. The May late penalty would be \$6.66.*
- **= Total Amount Due & Payable to the City of Bartlett**– Field auto calculates the Total amount due and payable to the City of Bartlett
  
- **Payment Type** – Cash, Card, or Check
  - If paying by check, print completed form and remit with the check to:
    - By mail: City of Bartlett, ATTN: Hotel Tax, 140 W. Clark St, Bartlett, TX 76511
    - Deliver to: City Hall, 140 W. Clark St, Bartlett, TX 76511