



Remit to:
Town of Laguna Vista
122 Fernandez Street
Laguna Vista, Texas 78578

**RETURN FORM
HOTEL OCCUPANCY TAX
TOWN OF LAGUNA VISTA**

| (a) Reporting Period | | (b) Due Date | | (c) Filing | |
|----------------------|------|--|------|----------------------------------|-------------------------------|
| Month | Year | Month | Year | <input type="checkbox"/> On Time | <input type="checkbox"/> Late |
| One calendar month | | Occupancy taxes are due on the 20 th of month | | | |

| (d) Motel Name and Contact Information | | (e) Status of Business | |
|--|--|------------------------------|--|
| Motel Name: | | Still in business: yes or no | |
| Location Address: | | | |
| Mailing Location (If Different) | | | |
| Contact: | | Phone Number: | |

Filing No. of Rooms _____ Occupancy Rate _____

| (f) Hotel Occupancy Tax Calculations | | (g) Town of Laguna Vista | |
|--|----|--------------------------|--|
| 1. TOTAL GROSS RECEIPTS: Enter the gross receipts from all sleeping accommodations rented, including sleeping accommodations claiming exemption. Do not include miscellaneous charges such as for telephone, safes, personal services, and/or minibar, etc. | \$ | | |
| 2. EXEMPTIONS: Enter exempted receipts. A Texas Hotel Occupancy Tax Exemption Certificate must be completed for each exemption claimed on this line. | - | | |
| 3. TAXABLE RECEIPTS. Enter the total taxable receipts by subtracting the EXEMPTED receipts (Line 2) from the TOTAL RECEIPTS (Line 1). | = | | |
| 4. TAX RATE FOR THE TOWN OF LAGUNA VISTA (7%) (Multiply Line 3 by .07) | X | | |
| 5. COLLECTION FEE (deduct 1% , if not delinquent) (Multiply Line 3 by .01) | - | | |
| 6. TAX. Multiply the TAXABLE RECEIPTS (Line 3) by the TAX RATE (Line 4) and subtract 1% (Line 5) for the COLLECTION FEE if paid by the due date. If paid after the DUE DATE, go to Lines 7 and 8 and calculate late charges. | = | | |

| | | | |
|--|--------------------|---|--|
| 7. PENALTY CALCULATION. Delinquent taxes are subject to a 15% penalty unless waived by the Town. (Multiply the number from Line 6 by .15). | (h) PENALTY 15% | + | |
| 8. TOTAL TAX DUE: If paying the tax current enter the total from line 6. If the amount due is delinquent, enter the amount of Line 6 to Line 7. | | = | |

Penalty Waived by Town of Laguna Vista : Signed _____

I declare under penalties prescribed that the information provided in the is return is true and correct to the best of my knowledge.

Signed _____ Title _____

Date _____ Telephone No.: _____

TEXAS HOTEL OCCUPANCY TAX INFORMATION FOR LODGING PROVIDERS

This information is intended as a *guideline* for determining rent exempt from the local Hotel Occupancy Tax only. The meaning of the word “employee” can be inclusive of “officer” and “member.”

Term Exemption:

For stays of more than thirty (30) continuous days; -- that is, after thirty (30) consecutive days' stay. The tax must be collected for days one (1) through thirty (30), unless there is in an indication in writing to rent the accommodations for longer than thirty continuous (30) days given by the lodger.

Personal Status Exemptions:

Federal employees presenting documentation. The American Red Cross, federal credit unions and the regional home loan banks are considered instrumentalities of the federal government.

Foreign diplomats presenting identification issued by the United States Department of State.

State of Texas employees presenting the Photo ID Hotel Tax Exemption Card or other documentation indicating that the bearer is Exempt from paying the Hotel Occupancy Tax.

Employees of Texas Housing Authorities and Housing Finance Corporations presenting a Hotel Occupancy Tax Exemption Certificate.

Employees of Texas Health Facilities Development Corporations presenting a Hotel Occupancy Tax Exemption Certificate.

Employees of Texas Public Facilities Corporations presenting a Hotel Occupancy Tax Exemption Certificate.

Employees of Texas Electric Cooperatives and Telephone Cooperatives presenting a Hotel Occupancy Tax Exemption Certificate.

For guest rooms contracted and paid for directly by any of the above named entities, the rent would be exempt from taxation.

The exempt status of any organization can be instantly checked at the State Comptroller's website, <http://www.window.state.tx.us/taxinfo/hotel/>, or by telephoning the Comptroller's office toll free at 1-800-252-1385.



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