



# City of Wimberley Hotel Occupancy Tax Report

A. Taxpayer name \_\_\_\_\_

Page 1 of \_\_\_\_\_

B. Taxpayer number (assigned by Texas State Comptroller) \_\_\_\_\_

C. Filing period \_\_\_\_\_

D. Due date \_\_\_\_\_

**\*A report must be filed even if no tax is due.**

Item E. Blacken this box if any location shown is no longer in business. Write the location number and the date you went out of business below.

LOCATION NUMBER \_\_\_\_\_ OOB DATE: \_\_\_\_\_

1. NUMBER OF ROOMS	2. LOCATION TRADE NAME & ADDRESS	3. LOCATION NUMBER	4. TOTAL ROOM RECEIPTS	5. TOTAL TAXABLE RECEIPTS

6. Total room receipts for ALL locations (Item 4 from this and all supplemental pages)	6. _____
7. Total taxable receipts for ALL locations (Item 5 from this and all supplemental pages)	7. _____
8. Total tax due (5% of Item 7)	8. _____
9. Discount (If paid on time, enter no more than 1% of Item 8)	9. _____
10. Tax due after discount (Item 8 minus Item 9)	10. _____
11. Penalty ( <i>See instructions</i> )	11. _____
12. Interest ( <i>See instructions</i> )	12. _____
13. TOTAL AMOUNT DUE AND PAYABLE (Item 10 plus Item 11 and Item 12)	13. _____

Make the amount in Item 13 payable to **CITY OF WIMBERLEY**  
 Mail to: City of Wimberley  
 P.O. Box 2027  
 Wimberley, TX 78676

I declare that the information in this document and any attachments is true and correct to the best of my knowledge and belief.

**sign** Duly authorized agent  
**here** ▶

Daytime phone (Area code and number)	Date
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# Instructions for Completing the City of Wimberley 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 or motel in the City of Wimberley or its Extraterritorial Jurisdiction.
- Complete and detailed records must be kept of all receipts reported and exemptions or reimbursements claimed so that reports can be verified by a city auditor.
- Failure to file this report and pay applicable tax may result in collection as prescribed by City of Wimberley Ordinance No. 2015-017.
- Reports must be filed on or before the 20<sup>th</sup> day of the month following the reporting period.
- Reports must be filed for every period even if you have no amount subject to tax or no tax due.
- If the due date falls on a Saturday, Sunday or legal city holiday, the next business day will be the due date.

**For Assistance:** Call 512-847-0025

### General Instructions:

- Complete all applicable items. Indicate "N/A", where not applicable.
- If any location is no longer in business, blacken the appropriate box in Item E.

## Specific Instructions

**Item A:** Enter your taxpayer name.

**Item B:** Enter your taxpayer number. If there has been a change in ownership, the new owner must apply for a new taxpayer number by completing a City of Wimberley Questionnaire for Hotel Occupancy Tax for each business location

**Item C:** Enter filing period of this report, monthly or quarterly, and the last day of the period

**Items 1-3:** Enter the number of rooms, trade name, location address (including city, state and zip code) and location number assigned by the Texas State Comptroller for each location reporting. If the number has not been assigned or is not known, leave blank. If you are reporting for a new location, enter the starting date of the operation and number of rental rooms for the location.

**Item 4:** Enter the total amount of room receipts for the location shown. Enter "0" if no receipts were collected.  
*REMEMBER: Subtract the total amount of exceptions from the TOTAL RECEIPTS (Item 4) and enter the result in TAXABLE RECEIPTS (Item 5). If you have no taxable receipts to report enter "0". DO NOT ENTER EXEMPTIONS/DEDUCTIONS ON THIS REPORT.*

**Item 5:** Enter the amount of TAXABLE receipts for the location shown. Enter "0" if no taxable receipts were collected.  
*NOTE: The following are exceptions to the tax:*

- Use or possession of a room for at least 30 consecutive days as a permanent residence with no interruption of payment for the period; or
- Use by religious, charitable or educational organizations where no part of the net earnings benefit the organization (see Rule 3.161); or
- Use by a State of Texas official presenting a hotel tax exemption card. (See Rule 3.161) *NOTE: State government agencies and their employees (except those state employees with hotel tax photo ID cards) may NOT claim an exemption for hotel tax.*

**Item 6:** Enter the combined total of all total room receipts shown in Item 4 of this report for the reporting period. Enter "0" if no receipts were collected for this reporting period.

**Item 7:** Enter the combined total of all taxable room receipts show in Item 5 of this report for the reporting period. Enter "0" if no receipts were collected for this reporting period.

**Item 9:** Discount – If the report is filed and the tax paid on or before the due date, enter a discount of no more than one percent (.01) of Item 8 to help defray costs of collecting the tax.

**Item 11:** Penalty – If report is filed or tax paid after the due date, enter penalty. If no more than 60 days late, enter 5% of Item 10. If more than 60 days late, enter an additional 5% penalty on the unpaid tax due. (Minimum penalty \$1)

**Item 12:** Interest – If any tax is unpaid 61 days after the due date, enter interest on the amount in Item 10. Calculate interest at the rate of 10% per annum.