FORT WORTH®	CITY OF FORT WORTH, TEXAS **Revenue Collections Office** 200 Texas Street FORT WORTH, TEXAS 76102-6311 (817) 392-6665

Report of Hotel Occupancy Tax Due

Month Ending: _____

Account #: _____

As a provision of your right to do business in the City of Fort Worth as a Hotel/Motel, under Section 19A of the city code, you are responsible for filing monthly reports and submitting the tax collected on the consideration paid for occupancy in the preceding month. This report is due the 25th of the month following each monthly period.

Exemptions: Permanent residents must state upon check-in that they are staying 30 consecutive days; otherwise they must pay the tax. If they leave before the 30 day period, the hotel is responsible for collecting the tax from them. Federal government employees are exempt from tax. State government employees must pay the tax and apply to the City of Fort Worth for a refund. Religious, charitable, or educational organizations are not exempt from the tax.

Civil Enforcement: 15 percent penalty and collection of attorney's fees for delinquent payment. City may seek closure of hotel until taxes are paid. The purchaser of a hotel must withhold the tax from the sales prices sufficient to cover any hotel taxes due.

Criminal Penalties: Failure to collect the tax, file the report or failure to remit the tax to the City of Fort Worth constitutes a criminal misdemeanor subject to a $500 per day fine.

Gross Receipts $ _____
Taxable Receipts: $ _____ 15% Penalty: $ _____
9% Tax: $ _____ Net Amount Due: $ _____

RETURN THIS PORTION WITH PAYMENT

Hotel Occupancy Tax Code 80

Hotel Name: _____

Account Number: _____

Month Ending: _____

Gross Receipts $ _____
Taxable Receipt $ _____
9% Tax $ _____
15% Penalty $ _____
Net Amount Due $ _____

Signature: _____

Title: _____