

Guidelines for Filing Hotel Occupancy Tax Report

1. **Taxpayer Number:** If a taxpayer number is not established, a Social Security number may be used. The taxpayer number is the 11-digit number that is issued to an individual or entity by the Comptroller of Public Accounts. This number is specifically for the STR (Short Term Rental) owner, or whoever is collecting the income from the STR.
2. **Filing Period:** There are two options to make payments: *Monthly* OR *Quarterly*. The STR operator must choose ONLY ONE option and continue to make payments according to the schedule of the chosen option.

MONTHLY PAYMENTS

Please list the specific dates under “filing period” in which you are making your payment toward. Months are as follows:

January: (i.e. 1/1/2021 – 1/31/2021)

February: (i.e. 2/1/2021 – 2/28/2021)

March: (i.e. 3/1/2021 – 3/31/2021)

April: (i.e. 4/1/2021 – 4/30/2021)

May: (i.e. 5/1/2021 – 5/31/2021)

June: (i.e. 6/1/2021 – 6/30/2021)

July: (i.e. 7/1/2021 – 7/31/2021)

August: (i.e. 8/1/2021 – 8/31/2021)

September: (i.e. 9/1/2021 – 9/30/2021)

October: (i.e. 10/1/2021 – 10/31/2021)

November: (i.e. 11/1/2021 – 11/30/2021)

December: (i.e. 12/1/2021 – 12/31/2021)

QUARTERLY PAYMENTS

Please list the specific dates under “filing period” in which you are making your payment toward. Quarters are as follows:

Quarter 1 January-March: (i.e. 1/1/2021 – 3/31/2021)

Quarter 2 April-June: (i.e. 4/1/2021 – 5/31/2021)

Quarter 3 July-September: (i.e. 6/1/2021 – 9/30/2021)

Quarter 4 October-December: (i.e. 10/1/2021 – 12/31/2021)

3. **Due Date:** Payment due dates are the 20th day of the following month after a quarter has ended. The payment due dates may be found below:

MONTHLY DUE DATES

January: 2/20/21

February: 3/20/21

March: 4/20/21

April: 5/20/21

May: 6/20/21

June: 7/20/21

July: 8/20/21

August: 9/20/21

September: 10/20/21

October: 11/20/21

November: 12/20/21

December: 1/20/22

QUARTERLY DUE DATES

Quarter 1 January-March: April 20th

Quarter 2 April-June: July 20th

Quarter 3 July-September: October 20th

Quarter 4 October-December: January 20th

4. **If you do not have bookings during a quarter, the STR operator or designee WILL need to submit a report showing zero profits with a signed reporting form.**
5. **Name and address:** Name and address of the owner or business entity of the STR
6. **Location Capacity:** This is the number of units which are owned under one STR. Please indicate under "Location capacity."
7. **Outlet Trade Name & Location Address:** Indicate the trade name and the address of the Unit(s).
8. **Outlet Number:** If you do not have a number assigned by the State, you will begin with outlet 1, 2, 3,4 etc.
9. **Total Room Receipts:** Total amount of profit NOT including cleaning fees.

10. **Total Room Receipts For All Locations:** Total amount of profit not including the cleaning fees. This figure is the sum of all locations.
11. **Exemptions (If applicable):** Exemptions include Employees of the Federal Government on official Government business, individuals staying more than 29 days, and State employees (Other than higher education employees) with an exempt certificate and identification.
12. Include Total amount due and payable.
13. Sign, date and include daytime phone in which you, or the owner's designee, can be reached.

HOT reporting forms (and a sample HOT reporting form) can be found at www.cityofalpine.com or you may contact us for further assistance at **(432) 837-3301, Option 1 for Administration.**

If you are paying HOT funds, please also make sure your entity is **registered**. This can be done through www.cityofalpine.com under "How Do I" → "Pay" → "Hotel Occupancy Tax" scroll down to the "Short Term Rentals" section and you will find a link to register online. Registrations can also be completed in person at City Hall located at 100 N 13th St. Alpine, Texas.