

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

## General Information

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### 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, or bed and breakfast within the City of Robinson.
- 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 as stated within Ordinance 2011-004 of the City of Robinson Code of Ordinances.

### When to File:

- The report and appropriate tax payment are due on the last day of the month following each quarterly period.
- Reports must be filed for every quarterly period 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) 662-1415 with any questions. To obtain a Hotel Occupancy Tax Report go to [www.RobinsonTexas.org](http://www.RobinsonTexas.org).

## Specific Instructions

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**Item 1** Enter the trade name contact person.

**Item 2** Enter the filing period of the report (which quarterly period).

*"Quarterly Period" shall mean the regular calendar quarters of the year, the first quarter being composed of the months of January, February and March, the second quarter being the months of April, May and June, the third quarter being the months of July, August and September, and the fourth quarter being the months of October, November and December.*

**Item 3** Enter the mailing and physical location addresses (including city, state and ZIP code).

**Item 4** Enter phone numbers, email addresses, and additional contact persons, etc. so they may be contacted if needed.

**Item 5** Enter the total amount of room receipts for the physical location shown. Enter "0" if no receipts were collected.

*REMEMBER: Subtract the total amount of exceptions\* from the TOTAL RECEIPTS (Item 5) and enter the result in TAXABLE RECEIPTS (Item 6). If you have no taxable receipts to report enter "0". DO NOT ENTER EXEMPTIONS/DEDUCTIONS ON THIS REPORT. Exemptions must be detailed on the Hotel Occupancy Tax Exemptions Form and attached to this report.*

**Item 6** Enter the amount of TAXABLE receipts for the physical 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 a U.S. Federal Government Employee traveling on official business; or
- Use by Diplomatic Personnel with a Tax Exemption Card; or
- Use by a State of Texas official presenting a hotel tax exemption card. (See Rule 3.161.) 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 7** For total tax due enter 7% of item 6.

**Item 8** Penalty - If the tax is not paid by the last day of the month following the end of the quarterly period in which the tax is earned, add 15% penalty.

**Item 9** Add Items 7 and 8, and enter sum here.



## Hotel Occupancy Tax Report

1. Business Name C/O _____	2. Report Filing Period (Quarterly) _____
3. Location Addresses Mailing Address _____ Physical Address _____	
4. Additional Information Phone Numbers _____ Email Addresses _____	Additional Contacts _____

5. Total Receipts	\$ _____
6. Total Taxable Receipts	\$ _____
7. Total Tax Due (7% of Item 6)	\$ _____
8. Penalty of 15% if past due (see instructions)	\$ _____
<b>9. TOTAL AMOUNT DUE AND PAYABLE</b> (Item 7 plus item 8) <b>A report must be filed even if no tax is due.</b>	\$ _____

<b>Make the amount in Item 9 payable to City of Robinson</b>	<b>Contact Us</b>
Mail to: City of Robinson Finance Department 111 W. Lyndale Ave. Robinson, TX 76706	For Assistance call (254) 662-1415  Forms and Instructions available online at: <a href="http://www.RobinsonTexas.org">www.RobinsonTexas.org</a>

<i>I declare that the information in this document and any attachments is true and correct to the best of my knowledge and belief. In addition, the tax remitted and paid to the City of Robinson with this report was collected pursuant to the requirements of Ordinance No. 2011-004, City of Robinson Code of Ordinances, as amended.</i>	
<b>Sign Here &gt;</b> _____	Duly Authorized Agent
<b>Print Here &gt;</b> _____	Date _____