

City of Amarillo c/o Avenu  
 Attn: TX Hotel Occupancy Tax  
 PO Box 830725  
 Birmingham, AL 35283-0725



## Hotel Occupancy Tax for City of Amarillo (7%) and Amarillo-Potter Events Venue District (2%)

Phone: (866) 240-3665  
 Fax: (855) 219-4338

Business Name: \_\_\_\_\_

Email: [supportmuni@avenuinsights.com](mailto:supportmuni@avenuinsights.com)

Business Address: \_\_\_\_\_

Website: [www.avenuinsights.com](http://www.avenuinsights.com)

Online Filing: [www.hoteltaxonline.com](http://www.hoteltaxonline.com)

ACH Debit and Credit Cards Accepted

**Total Amount Remitted with This Return:**

\$ \_\_\_\_\_

**MAKE CHECK PAYABLE TO: TAX TRUST ACCOUNT**

Do not staple or tape payment to your return. Do not send cash.  
 Remit to: TX HOT-TOT PO Box 830725 Birmingham, AL 35283-0725

Account #: \_\_\_\_\_

**Filing Period: (If you are filing for more than one filing period, please complete a separate return for each filing period.)**

**Returns must be postmarked on or before the due date for the applicable filing period to avoid additional penalties and/or interest.**

January  February  March  April  May  June  July  August  September  October  November  December YEAR: 20 \_\_\_\_

*Due Date: Must be postmarked on or before the 10<sup>th</sup> of each month following the tax period to be considered timely filed.*

*(Example: October's taxes are due on or before November 10<sup>th</sup>)*

- Step 1:** Total Rooms Available: \_\_\_\_\_ (8034 31-80)
- Step 2:** Actual Room Nights Rented: \_\_\_\_\_ (8034 31-81)
- Step 3:** Gross Room Receipts Before Exemptions: \$ \_\_\_\_\_
- Step 4:** Authorized Exemption (Attach Exemption Report for Details):
- Permanent Residents: \$ \_\_\_\_\_
  - Federal Employees: \$ \_\_\_\_\_
  - State of Texas, its agencies, institutions, boards or commissions: \$ \_\_\_\_\_
- Step 5:** Total Exemptions (Total of exemptions detailed in Step 4): \$ \_\_\_\_\_
- Step 6:** Total Taxable Room Receipts (Step 3 minus Step 5): \$ \_\_\_\_\_ (8034 30-11)

City of Amarillo (7%) Internal Code: 8034 30-11	Amarillo-Potter Events Venue District (2%) Internal Code: (8034 9-11)
Total Taxable Receipts Times 7% (.07) (Step 6 multiplied by 7% or 0.07) \$ _____	Total Taxable Receipts Times 2% (.02) (Step 6 multiplied by 2% or 0.02) \$ _____
Less 1% Discount (if filed and paid on time) \$ _____	Less 1% Discount (if filed and paid on time) \$ _____
Net Amount Due \$ _____	Net Amount Due \$ _____
Penalty* \$ _____	Penalty* \$ _____
Interest* \$ _____	Interest* \$ _____
<b>Total City Tax Due</b> \$ _____	<b>Total Amarillo-Potter Events Venue District</b> \$ _____
<p><b>Total Amount Due</b> \$ _____</p> <p><i>(Sum of the Total City of Amarillo Tax (7%) and Amarillo-Potter Events Venue District (2%))</i></p> <p><b>Make Checks Payable to: Tax Trust Account</b></p>	

City of Amarillo Article III Hotel Room Occupancy Tax and Resolution No.6 Amarillo-Potter Events Venue District On or before the 10<sup>th</sup> day of each calendar month, every owner of a Hotel/Motel required to collect the tax imposed under Article III shall file a report with the City of Amarillo Accounting Department showing the Gross Receipts for the immediately preceding calendar month, as well as any information which the City of Amarillo Accounting Department may reasonably require. Such owner shall, at the time of filing such report, pay over to the City of Amarillo Accounting Department the amount of taxes required to be collected for the rental of Hotels/Motels during the preceding calendar month.

A PENALTY OF 5% WILL BE ASSESSED IF PAYMENT IS NOT RECEIVED ON OR BEFORE THE 10<sup>th</sup> DAY OF MONTH FOLLOWING THE REPORTING PERIOD. AN ADDITIONAL PENALTY OF 5% WILL BE ASSESSED IF PAYMENT IS NOT RECEIVED WITHIN 30 DAYS AFTER THE 10<sup>th</sup> DAY OF THE MONTH FOLLOWING THE REPORTING PERIOD (TOTAL PENALTY IF OVER 60 DAYS LATE IS 10%). INTEREST WILL ACCRUE AT 1% PER MONTH, OR 12% PER ANNUM, IF PAYMENT IS NOT RECEIVED ON OR BEFORE THE 10<sup>th</sup> DAY OF MONTH FOLLOWING THE REPORTING PERIOD. INTEREST IS CALCULATED USING THE FOLLOWING FORMULA: TAX OWED X 12% X (DAYS LATE/365)

Under penalties of perjury, I declare that I have examined this return and to the best of my knowledge and belief it is true, correct and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Taxpayer's/Paid Preparer's Signature	Date Signed	Telephone	Fax
Printed Name	Email	FEIN	

**DISCLAIMER:** Please note that the administration and rate changes on the Avenu Advisory and Avenu tax forms are updated once the required information has been received, verified and validated in compliance with Avenu policy. Any information received before or after the publication of a Avenu Advisory or tax form will not be guaranteed to appear on said forms until all such requirements have been met. Avenu is not responsible for incorrect information and/or improper use of the information provided. All updates are completed on a timely basis once the requirements have been met. For the most current Avenu administration and/or rate information provided, please visit our website at [www.avenuinsights.com](http://www.avenuinsights.com). **Returned Check Disclaimer:** Effective July 1, 2010, each returned item received by Avenu due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. Avenu is not responsible for any additional bank fees that will accrue due to the resubmission of the returned item. Please see the full returned check policy at [www.avenuinsights.com](http://www.avenuinsights.com).  
 City of Amarillo, TX Hotel Occupancy - Updated 03/2018

**Remittance Address:**  
 City of Amarillo c/o Avenu  
 Attn: TX Hotel Occupancy Tax  
 PO Box 830725  
 Birmingham, AL 35283-0725

Account #: 371331

**Schedule A Hotel/Motel Exemptions**  
**Attached to Monthly Report**

**1. Permanent Residents (30 Days or More)**

Guest must notify of their intent to stay 30 or more days from the beginning. If stay is interrupted, hotel occupancy taxes must be paid.

Name of Occupant	Notified of Intent to Stay		Notification Date
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	

**2. Federal or State Employees**

Guest must fill out tax exemption certificate (This exemption does not include College, Universities or Charitable Organizations).

Name of Occupant	Agency		Date
	Federal	State	
	Federal	State	
	Federal	State	
	Federal	State	
	Federal	State	

Reminder: This form must be attached to the Monthly Form in order to receive exemptions. If additional room is needed to list exemptions, please copy this form and attach to report. You may also download a copy of the Hotel Occupancy Tax for City of Amarillo (7%) and Amarillo-Potter Events Venue District (2%) form at [www.avenuinsights.com](http://www.avenuinsights.com)