



Hotel Occupancy Tax City of Balcones Heights, TX

Remittance Address:

MuniServices, LLC

Attn: TX Hotel Occupancy Tax

PO Box 830725

Birmingham, AL 35283-0725

Phone (866) 240-3665 • Fax (205) 423-4099

Email: support@muniservices.com • Website: www.revds.com

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.

MuniServices Account #:

• Has lodging information (Flag, Room #, etc.) changed? Yes No

• Have you had a change of ownership, FEIN, mailing address or physical address? If "yes," please contact MuniServices for additional information.

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.

Jan Feb March April May June July Aug Sept Oct Nov Dec YEAR: 20 _____

Due Date: Must be postmarked by the 20th of the month for the preceding month's taxes to be considered timely filed.

(Example: October's taxes are due on or before November 20th)

Important: Failure to complete each section may result in the rejection and return of the entire submission and forfeiture of any discount. Each return is subject to audit at the City's discretion.

1. Total Room Nights Available: _____ (Internal Code 8020-31-80)
2. Actual Room Nights Rented: _____ (Internal Code 8020-31-81)
3. Occupancy Rate Percentage: _____
4. Gross Room Receipts **Before** Exemptions: \$ _____
5. Minus Legal Exemptions from City Occupancy Tax:
 - (a) Permanent residents - Contracted to use room for 30 consecutive days: \$ _____
 - (b) US federal government or federal employee: \$ _____
(Must be on official government business. Includes Red Cross, fed credit unions and regional home loan banks)
 - (c) Foreign diplomatic personnel: \$ _____
 - (d) Texas quasi-governmental entities: \$ _____
 - (e) State of Texas employees or officers: \$ _____
 - (f) Electric Cooperatives/Telephone Cooperatives: \$ _____
 - (g) Total Exemptions: \$ _____
6. Net Taxable Room Receipts: \$ _____
(Line 4 minus 5g = Line 6) (Internal Code 8020-30-11)
7. Multiplied by Tax Rate: **x 7%**
8. Equals Tax Due: \$ _____
9. Minus discount (if applicable)
Discount of 1% of tax due allowed **if tax is timely filed and paid.** \$ _____
10. Plus Penalty (if applicable):
Penalty due if not timely filed and paid by the 20th day of the month following each monthly period. 5% penalty accrues on the 1st day of the 1st calendar month following the due date. Additional 5% penalty accrues on the 1st day of the 2nd calendar month following the due date. \$ _____
11. Plus Interest (if applicable):
Interest due if tax not timely filed and paid by the 20th day of the month for the preceding month's taxes. Calculate interest at 1% on the 1st day of each month after the due date. (Multiply # of months delinquent x 1%) \$ _____
12. Equals Total Net Amount Due: \$ _____

I, _____, (Print/Type Name), am the _____ of the business establishment named above. I declare under the penalties prescribed in Ordinance No. 2012, that the information contained in this document covering the above period is accurate, true and correct, to the best of my knowledge and belief.

Affiant's Signature: _____ Title _____ Telephone: _____

Printed Name: _____ Email: _____ FEIN _____ Date: _____

DISCLAIMER: Please note that the administration and rate changes on the MUNISERVICES, LLC Advisory and MUNISERVICES, LLC tax forms are updated once the required information has been received, verified and validated in compliance with MUNISERVICES, LLC policy. Any information received before or after the publication of a MUNISERVICES, LLC Advisory or tax form will not be guaranteed to appear on said forms until all such requirements have been met. MUNISERVICES, LLC 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 MUNISERVICES, LLC administration and/or rate information provided, please visit our website at www.revds.com. **Returned Check Disclaimer:** Effective July 1, 2010, each returned item received by MUNISERVICES, LLC due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. MUNISERVICES, LLC 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.revds.com/taxpayer/return-check-disclaimer.
City of Balcones Heights Hotel Occupancy - Updated 10/2015