



Hotel Occupancy Tax City of Dilley, TX

FILE YOUR TAXES ONLINE
Visit www.salestaxonline.com to get started!
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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 • Online Filing: www.salestaxonline.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 #:

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.
 1st Qtr (Jan. 1st - March 31st) 2nd Qtr (April 1st - June 30th) 3rd Qtr (July 1st - Sept. 30th) 4th Qtr (Oct. 1st - Dec. 31st) YEAR: 20 _____
Due Date: Must be postmarked on or before the last day of the month following each quarterly filing period. (Example: 3rd Qtr taxes are due on or before Oct 31st.)

1. Total Room Nights Available: _____ (Internal Code 8026-31-80)
2. Actual Room Nights Rented: _____ (Internal Code 8026-31-81)
3. Gross Room Receipts **Before** Exemptions: \$ _____
4. Minus Legal Exemptions from City Occupancy Tax:
 - (a) Permanent residents \$ _____
 - (b) US employee or US military: \$ _____
 - (c) Foreign diplomatic personnel: \$ _____
 - (d) State of Texas employees or officers: \$ _____
 - (e) Electric/Telephone Cooperatives: \$ _____
 - (f) Total Exemptions: \$ _____
5. Taxable Room Receipts: \$ _____
(Line 3 minus 4f = Line 5) (Internal Code 8026-30-11)
6. Multiplied by Tax Rate: **x 7%**
7. Equals Tax Due: \$ _____
8. Minus discount (if applicable)
Discount of 1% of tax due allowed ***if tax is timely filed and paid.*** \$ _____
9. Plus Penalty (if applicable)
Penalty due if not timely filed and paid by the last day of the month for the preceding quarter's taxes. 5% penalty for first 30 days not paid, additional 5% penalty assessed on 31st day. Maximum 10% \$ _____
10. Plus Interest (if applicable)
Interest due ***if tax not filed and paid within 30 days from the due date.*** \$ _____
Calculate interest at 10% per annum.
11. Equals Total Net Amount Due: \$ _____

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 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.

Dilley, TX Allowable Exemptions – Hotel Occupancy Tax

Note: The City of Dilley hotel occupancy exemptions are different than those allowed by the State of Texas. Only exemptions granted by the City of Dilley will be honored, and taxes must be paid on all other receipts. Exemptions granted by the City of Dilley are listed below. Tax Exemption Certificates (Texas Comptroller of Public Accounts Form 12-302) are available at the below website.

The following information is included as a guideline only for determining rent excepted from the local Hotel Occupancy Tax. Tax exempt status may be verified online at www.window.state.tx.us/taxinfo/hotel/faqhotel.html or by calling the Comptroller's Office at (800) 252-5555.

Local Hotel Occupancy Tax (HOT) Exemptions		
Rent for guests rooms contracted and paid for directly by any of the below described entities would be exempt from local hotel occupancy tax.		
TERM EXEMPTIONS	DESCRIPTION	NECESSARY DOCUMENTATION
Permanent residents	After becoming a permanent resident (either after 30 continuous days occupancy, provide in writing of intent to occupy a room for longer than 30 continuous days and then proceeding to do so), guest are exempted from the HOT. A guest who expresses intent and stays > 30 days is exempt from the tax as of the date of notification of intent in writing to the lodging provider.	<ul style="list-style-type: none"> ● Written notification of intent to stay > 30 continuous days with actual stay of > 30 consecutive days; or ● Continuous stay of > 30 days <p>HOT to be collected for days one (1) through thirty (30) unless there is a written intent to stay for > 30 days by the lodger. If stay is interrupted, occupancy taxes must be paid.</p>
PERSONAL STATUS EXEMPTIONS	DESCRIPTION	NECESSARY DOCUMENTATION
Federal government, is officers or employees	US employee or US military traveling on official business	<ul style="list-style-type: none"> ● Provide official identification ● Complete Tax Exemption Certificate
Nonprofit entities and their employees traveling on official business	Electric cooperatives formed under Chapter 161 of Texas Utilities Code, and telephone cooperatives formed under Chapter 162, their officers or employees	<ul style="list-style-type: none"> ● Provide Comptroller's HOT Exemption Certificate ● Complete Tax Exemption Certificate
State of Texas, its officers or employees	Heads of State agencies, members of state boards and commissions, judicial officials, state legislators, or legislative employees	<ul style="list-style-type: none"> ● Provide photo identification showing HOT Exemption or other documents indicating exemption ● Complete Tax Exemption Certificate
Foreign sovereigns/diplomats		<ul style="list-style-type: none"> ● Provide Tax Exemption Card issued by the U.S. Department of State ● Complete Tax Exemption Certificate

Property owner/ taxpayer must retain a copy of required documentation for audit purposes. If property owner/ taxpayer do not have sufficient proof of exemptions, the property owner(s) will be assessed for the underpayment of the taxes, plus penalty and interest.