



**McLennan County, TX (8046)
Hotel Occupancy Tax (Venue Tax)**

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McLennan County • c/o MuniServices, LLC • PO Box 830725 • Birmingham, AL 35283-0725

MuniServices Account Number: _____
Business Name: _____
Address: _____

This space is for changes which have occurred since the last submitted report. If the business has been sold, indicate the new owner's name, mailing address and date of sale.

Instructions: Select the applicable filing period and complete the information below for your county Venue Tax. If payment is mailed, the envelope must be postmarked on or before the due date for the applicable filing period to avoid additional penalties and/or interest. If you are filing for more than one filing period, please complete a separate return for each period.

January February March April May June July August September October November December YEAR: 20 ____
*Due Date: Must be postmarked on or before the 20th day of the month for the preceding month's taxes to be considered timely filed.
(Example: January taxes are due on or before February 20th)*

1. Provide Total # of Rooms Available: _____ (8046 31-80)
2. Provide Actual # of Room Nights Rented: _____ (8046 31-81)
3. **Gross Room Receipts Before Exemptions:** \$ _____
4. **Minus Legal Exemptions from Occupancy Tax:**
 - (a) Contracted to use room for 30 consecutive days: \$ _____
 - (b) Certain Federal/State employees/US military personnel: \$ _____
 - (c) Total Exemptions: (Sum of line 4a and 4b) \$ _____
5. **Total Taxable Room Receipts: (Line 3 minus line 4c)** \$ _____

		Hotel Occupancy Tax (Venue Tax) (2%) (8046 30-11)
A	Multiply total taxable room receipts from line 5 above by the applicable tax rate.	x 0.02= \$ _____
B	Add Penalty (if applicable): 5% applies if not filed by the due date. Additional 5% if filed on the 31 st day after due date. Maximum penalty 10%. Minimum penalty \$1.00	\$ _____
C	Add Interest (if applicable): Interest due if tax not filed and paid 60 days from due date. Calculate interest at 10% per year.	\$ _____
D	Total Tax Due: Sum lines A, B, C above. Make check payable to "Tax Trust Account"	\$ _____

The tax remitted and paid to McLennan County with this report was collected pursuant to the requirements of the order imposing a Hotel Occupancy Tax (Venue Tax) by the McLennan County Commissioners Court, as amended.

I declare that the information contained herein, including any exhibits attached hereto, is true and correct to the best of my knowledge.

Taxpayer's/Paid Preparer's Signature _____ Date Signed _____ Telephone _____ Fax _____

Printed Name _____ Email _____ FEIN _____

RETURNED CHECK DISCLAIMER: When you make a payment by check, you authorize us to use information from your check to make a one-time electronic fund transfer from your checking account according to the terms of your check or to process that transaction as a check. When we use your check to make an electronic fund transfer, funds may be withdrawn from your checking account the same day we receive your payment, and you will not receive your check back from your financial institution. If there are insufficient funds in your checking account, you authorize us to charge a Returned Payment Fee as applicable in the amount set forth by law and collect that amount through an electronic fund transfer from your checking account, if permitted by applicable law. If another payment method is returned unpaid, by your bank, we may, if permitted by applicable law, charge a Returned Payment Fee.
McLennan County TX Hotel Occupancy Tax (Venue Tax) – Updated 07/2017