



Hotel Occupancy Tax City of Mount Vernon, 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 #:

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 20th of the month for the preceding month's taxes to be considered timely filed.

(Example: July taxes are due on or before August 20th)

1. Total Room Nights Available: _____ (Internal Code 8015-31-80)
2. Actual Room Nights Rented: _____ (Internal Code 8015-31-81)
3. Gross Room Receipts Before Exemptions: \$ _____
4. Minus Legal Exemptions from City Occupancy Tax:
 - (a) Permanent Residents – Contracted to use room for 30 consecutive days: \$ _____
 - (b) US employee or US military: \$ _____
 - (c) Electric or Telephone Cooperatives: \$ _____
 - (d) Foreign diplomatic personnel: \$ _____
 - (e) Texas quasi-governmental entities: \$ _____
 - (f) State of Texas employees or officers: \$ _____
 - (g) Total Exemptions: \$ _____
5. Taxable Room Receipts: \$ _____
(Line 3 minus 4g = Line 5) (Internal Code 8015-30-11)
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):
Add 15% penalty if not remitted within 10 days of due date.
(Delinquent > 10 days) \$ _____
10. **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.

Mount Vernon, TX Allowable Exemptions – Hotel Occupancy Tax

Note: The City of Mount Vernon’s hotel occupancy exemptions are different than those allowed by the State of Texas. Only exemptions granted by the City of Mount Vernon will be honored, and taxes must be paid on all other receipts. Exemptions granted by the City of Mount Vernon 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 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 excepted 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, its officers or employees	Includes the American Red Cross, federally-chartered credit unions and regional home loan banks. Must be on official government business.	<ul style="list-style-type: none"> ● Provide official identification ● Complete Tax Exemption Certificate
Texas quasi-governmental entities formed under Texas Local Government and Health and Safety Codes, its officers or employees	Includes public facility corporations, housing authorities, housing finance corporations, and health facilities development corporations	<ul style="list-style-type: none"> ● Provide Comptroller’s HOT Exemption Certificate ● Complete Tax Exemption Certificate
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		<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 United States Department of State ● Complete Tax Exemption Certificate