

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

# Hotel Occupancy Tax City of Port Arthur, TX

Phone: (866) 240-3665  
 Fax: (844) 528-6529

Email: [supportmuni@avenuinsights.com](mailto:supportmuni@avenuinsights.com)  
 Website: [www.avenuinsights.com](http://www.avenuinsights.com)  
 Online Filing: [www.hoteltaxonline.com](http://www.hoteltaxonline.com)  
 ACH Debit and Credit Cards Accepted

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

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

\_\_\_\_\_

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

**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: Hotel Occupancy Tax Dept. PO Box 830725 Birmingham, AL 35283-0725

**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 20<sup>th</sup> of the month for the preceding month's taxes to be considered timely filed.*  
*(Example: September's taxes are due on or before October 20<sup>th</sup>)*

1. Total Room Nights Available: \_\_\_\_\_ (Internal Code 8018-31-80)
2. Actual Room Nights Rented: \_\_\_\_\_ (Internal Code 8018-31-81)
3. Gross Room Receipts **Before** Exemptions: \$ \_\_\_\_\_
4. Minus Legal Exemptions from City Occupancy Tax:
  - (a) Contracted to use room for 30 consecutive days: \$ \_\_\_\_\_
  - (b) US employee or US military: \$ \_\_\_\_\_
  - (c) Other local exemptions as allowed: \$ \_\_\_\_\_
  - (d) **Total Exemptions:** \$ \_\_\_\_\_
5. Taxable Room Receipts: \$ \_\_\_\_\_  
 (Line 3 minus 4d = Line 5) (Internal Code 8018-30-11)
6. Multiplied by Tax Rate: **x 7%**
7. Equals Tax Due: \$ \_\_\_\_\_
8. 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 for first 30 days not paid, additional 5% penalty assessed on 31st day.  
 Minimum penalty = \$1.00 \$ \_\_\_\_\_
9. Plus Interest (if applicable):  
 Interest due **if tax not filed and paid within 60 days from the due date.**  
 Calculate interest at 12% per year. \$ \_\_\_\_\_
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 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). Updated 05/2018