



**City of Waco, TX (8045)
Hotel Occupancy Tax
McLennan County (8046)
Hotel Occupancy (Venue Tax)
Online filing at: www.salestaxonline.com**

Toll Free Phone: (866) 240-3665 • Toll Free Fax: (855) 219-4338 • Email: support@muniservices.com • Online Filing: www.salestaxonline.com
City of Waco • 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 Hotel Occupancy Tax and Venue Taxes. 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 tax 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 for the preceding monthly taxes due to be considered timely filed.
(Example for Monthly Filers: January taxes are due on or before February 20th)*

1. Provide Total # of Rooms Available: _____ (8045 31-80 / 8046 31-80)
2. Provide Actual # of Room Nights Rented: _____ (8045 31-81 / 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 or US military personnel: \$ _____
 - (c) Total Exemptions: (Sum of line 4a, and 4b) \$ _____
5. **Total Taxable Room Receipts:** (Line 3 minus line 4c) \$ _____

		City of Waco Hotel Occupancy Tax (7%) (8045 30-11)	McLennan County 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 0.07 = \$ _____	X 0.02 = \$ _____
B	Add Penalty (if applicable): <i>5% applies if not filed by the due date. Additional 5% if filed on the 31st day after due date. Maximum penalty 10%. Minimum penalty \$1.00</i>	\$ _____	\$ _____
C	Add Interest (if applicable): <i>Interest due if tax not filed and paid 60 days from due date. Calculate interest at 10% per year.</i>	\$ _____	\$ _____
D	Total Tax Due: <i>Sum lines A, B, C above</i>	\$ _____	\$ _____
Total Amount Due: \$ _____ (Sum line D above) <i>Make Checks Payable to: Tax Trust Account</i>			

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 in this document is true and correct to the best of my knowledge and belief.

_____ 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.
City of Waco, TX Hotel Occupancy Tax – Updated 07/2017

City of Waco, Texas
MuniServices, LLC – as administering agent
PO Box 830725
Birmingham, AL 35283-0725



Customer Service



Toll Free Phone: (866) 240-3665
Toll Free Fax: (855) 219-4338
Hablamos español



Email: support@muniservices.com
Website: www.revds.com
Online Filing: www.salestaxonline.com



MuniServices, LLC
PO Box 830725
Birmingham, AL 35283-0725

August 2, 2017

Dear Business Owner / Tax Manager,

Why we are writing you

The City of Waco has partnered with MuniServices for the administration of the city's Hotel Occupancy Tax. On May 6, 2017 voters of McLennan County voted in favor of implementing a 2% Hotel Occupancy Tax to fund a Venue Project. Through an Interlocal agreement with the City of Waco, the McLennan County Hotel Occupancy Tax (Venue Tax) will also be administered by MuniServices in order to provide businesses the convenience of one stop filing.

What this means

Businesses will begin remitting the City of Waco Hotel Occupancy Tax, as well as the McLennan County Hotel Occupancy Tax (Venue Tax) to MuniServices on behalf of the city and the county monthly, beginning with the August 2017 tax period (due September 20th). For your convenience, we have enclosed a customized remittance form. This form should be completed and remitted along with your tax payments each month beginning with the August 2017 tax period. Online filing will also be available for the Hotel Occupancy Tax (Venue Tax) beginning September 1, 2017.

What to do now

Access www.salestaxonline.com beginning **September 1st** to file the hotel occupancy tax for the city and the county online. It is easy, fast and secure! If you choose to file by paper and need additional remittance forms, downloadable forms are available at www.revds.com. Please note that all payments and correspondence must be sent to the MuniServices address listed above. Failure to use the MuniServices, LLC forms may result in an unnecessary delinquency notification.

Please review this customized form upon receipt and contact our office immediately if any changes to your account information need to be made. This will ensure timely receipt of your payment and avoid any misguided notifications. Update your accounting system and/or notify your business' tax preparer to mail all correspondence to the address above.

We are excited to have the opportunity to serve the City of Waco and McLennan County business community. If you have questions or perhaps require additional information, please do not hesitate to contact us.

Sincerely,
MuniServices, LLC