



Hotel Occupancy Tax Remittance Form

Hotel Form

Remittance Address:

Neumo

Attn: TX Hotel Occupancy Tax

PO Box 830725

Birmingham, AL 35283-0725

Phone Support: (866) 240-3665

Property Name: _____

Property Address: _____

Neumo Account #: _____

Contact: _____

FILE YOUR TAXES ONLINE
Visit www.hoteltaxonline.com to get started!

Returns must be postmarked on or before the due date for the applicable filing period to avoid additional penalties and/or interest.
Due Date: Must be postmarked on or before the last day of the month following each quarterly filing period. (Example: Quarter 2 is June due July 31)

Select filing Period: (If you are filing for more than one filing period, please complete a separate return for each filing period.)

YEAR: 20 _____ ☐ Jan. 1st through March 31st ☐ April 1st through June 30th ☐ July 1st through Sept. 30th ☐ Oct. 1st through Dec. 31st

☐ **Hotel.** If you are paying hotel occupancy tax for a short-term rental, this is not the correct form. Short-term rentals have their own form on www.neumo.com.

1. Taxable Room Receipts

(a) Month 1 \$ _____
(b) Month 2 \$ _____
(c) Month 3 \$ _____
(d) Total Quarterly Room Receipts \$ _____

2. Minus Legal Exemptions from City Occupancy Tax:

(a) Federal employees traveling on official business
(includes military personnel) \$ _____
(b) Foreign diplomats issued a hotel tax exemption card \$ _____
(c) Designated Texas state employees are issued a
special hotel tax exemption photo ID or card \$ _____
(d) Other Texas government employees are not exempt
from paying HOT \$ _____
(e) District attorneys, as well as district judges, are eligible
to receive a card from the Comptroller's office \$ _____
(f) Total Allowable Exemptions: \$ _____

3. Taxable Receipts:

(Line 1(d) minus 2(f) = Line 3)

\$ _____
(Internal Code 8208-30-11)

4. Multiplied by Tax Rate:

x 7%

5. Equals Tax Due:

\$ _____

6. Minus Discount (if applicable):

Discount of 1% of the tax due allowed **if tax is timely filed and paid**

\$ _____

7. Penalty: 15% of tax due
Penalty starts calculating at the 121st day from due date

\$ _____

8. Interest: 7.75% of tax due per annum
*Interest starts calculating at the 61st day from due date
and continues to calculate daily until paid*

\$ _____

9. Equals Total Net Amount Due:

\$ _____

*MAKE CHECK PAYABLE TO: TAX TRUST ACCOUNT
Do not staple or tape payment to your return. Do not send cash.*

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: _____ Telephone: _____ Fax: _____

Printed Name: _____ Email: _____ FEIN: _____

DISCLAIMER: Please note that the administration and rate changes on the Neumo Advisory and Neumo tax forms are updated once the required information has been received, verified and validated in compliance with Neumo policy. Any information received before or after the publication of a Neumo Advisory or tax form will not be guaranteed to appear on said forms until all such requirements have been met. Neumo 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 Neumo administration and/or rate information provided, please visit our website at www.neumo.com. **Returned Check Disclaimer:** Effective July 1, 2010, each returned item received by Neumo due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. Neumo 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.reyds.com/taxpayer/return-check-disclaimer.