



City of Frisco, Texas Report of Hotel Occupancy Tax

Hotel Name: Owner _____
 Name: Location _____
 Address: Mailing _____
 Address (if different): _____
 Federal ID Number: _____
 For the period _____
 ending: Due date for _____
 report: _____

Gross Receipts:	(A)	_____
Less Tax Exemptions:	(B)	_____
Total Taxable Receipts: A-B	(C)	_____
Tax Rate:	(D)	_____ 0.07
Tax Due: C*D	(E)	_____
Penalty:	(F)	_____
Interest:	(G)	_____
Total due to city: (E+F+G)	(H)	_____
Number of room days rented:	(I)	_____
Number of rooms available:	(J)	_____
Number of days in month:	(K)	_____
Monthly occupancy rate: I/(J*K)	(L)	_____

I declare, under the penalties for filing false reports, that this return (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is a true, correct, and complete report. If the return is prepared by other than the taxpayer, his/her declaration is based on all the information relating to the matters required to be reported in this report of which he/she has knowledge.

 Type or print name and title

 Telephone number

 Signature

 Date

Make check payable to City of Frisco
Mail report and check to City of Frisco, Attn: Finance, 6101 Frisco Square Blvd, 4th Floor, Frisco, TX 75034

For office use only:	
Convention: _____	Penalty: _____
Tourism/Promotion: _____	Interest: _____

Specific instructions

- Line (A) Enter the total amount of room receipts for the month for location shown. Enter "0" if no taxable receipts were collected.
- Line (B) For explanation of tax exemptions, please refer to City Ordinance No. 94-08-13 as amended by City Ordinances No. 00- 08-04 and No. 04-06-47.
- Line (C) Subtract line B from Line A.
- Line (D) The Hotel Occupancy Tax rate is 7%.
- Line (E) Multiply Line C by 7%.
- Line (F) If the report is filed or tax paid after the due date, enter penalty. 1-30 days late 10% of Line E. More than 30 days late – 20% of Line E.
- Line (G) Interest is calculated at the rate of 10% per annum beginning on the 60th day following the date the report and payment are due.
- Line (H) Add lines E, F, and G.
- Line (I) Enter the number of room days rented for the month.
- Line (J) Enter the number of rooms available for the month.
- Line (K) Enter the number of days in the month.
- Line (L) Divide line I by the product of line J and K. Report the percentage using two decimal places. (Example: 75.85%)