



# REPORT OF HOTEL OCCUPANCY TAX

**City of San Marcos, Texas**

**REMIT TO:**

City of San Marcos  
 Director of Finance/HOT Report  
 630 E Hopkins Street  
 San Marcos, Texas 78666

**FOR INFORMATION:**

Finance Dept: (512) 393-8170  
 Email: [cosmaccounting@sanmarcostx.gov](mailto:cosmaccounting@sanmarcostx.gov)

REPORTING PERIOD		REPORT DATE			DUE
MONTH	YEAR	MONTH	DAY	YEAR	
					Hotel Occupancy Tax and report are due on or before the 20th day of the month following the REPORTING PERIOD. Should payment not be received or U.S. Post Office postmarked by the due date, late fees will be assessed. A report <b>MUST</b> be filed even if no tax is due for the reporting period.

TRADE NAME & CONTACT INFORMATION (PLEASE PRINT)		Is this location still in business?      YES      NO	
Trade Name:		If No, as of what date was sold/transferred/closed  If this location has been sold or transferred, provide new trade name, the new owner's name, address and telephone number.  <b>MAKE CHANGES HERE</b>	
Owner Name:			
Location Address:			
Mailing Address (if different from location address):			
Email Address:			
Contact Person:	Telephone Number:		

HOTEL OCCUPANCY TAX CALCULATIONS	ROOMS AVAILABLE FOR OCCUPANCY	
The City of San Marcos collects Hotel Occupancy Taxes for all accommodations located in the City limits of the City of San Marcos.		
	<b>RECEIPTS</b>	
<b>1. TOTAL ROOM RECEIPTS</b>	\$	
<b>2. LESS EXEMPT ROOM RECEIPTS</b>	-	
<b>3. TOTAL TAXABLE ROOM RECEIPTS</b>	=	
<b>4. HOTEL OCCUPANCY TAX RATE</b>		
<b>5. HOTEL OCCUPANCY TAX DUE</b>	X	
<b>6. LATE PAYMENT PENALTY 5%</b> If applicable, a 5% penalty is due in addition to the amount of tax owed if taxes are postmarked/paid <b>AFTER</b> the due date.	+	Calculations must be entered manually
<b>7. ADDITIONAL CHARGES</b> If applicable, an additional charge of 1% per month of the total amount due, including penalties, will be assessed if payment is not received within 60 days of the due date.	+	Calculations must be entered manually
<b>8. TOTAL AMOUNT DUE &amp; PAYABLE TO THE CITY OF SAN MARCOS</b>	\$	

**AFFIDAVIT**

I declare, under the penalties prescribed in the City Hotel Occupancy Tax Ordinance, that the information contained in this document is true and correct to the best of my knowledge and belief.

PRINTED NAME OF AFFIANT	TITLE	AFFIANT SIGNATURE	DATE