Report of
HOTEL OCCUPANCY TAX
City of New Braunfels

Remit To:
City of New Braunfels
City Secretary
PO box 311747
New Braunfels, Texas 78131-1747

For Information:
830-221-4010 (City Secretary)
830-608-4380 (Finance)
FAX: 830-608-2112
EMAIL: finance@nbtexas.org

(a) **REPORTING MONTHLY**	(b) DUE	(d) **REPORTING QUARTERLY**	(e) DUE DATE
MONTH YEAR (one calendar month)	Occupancy Tax and report are due on or before the last day of the month following the REPORTING PERIOD IN (a)	☐ 1st Quarter January 1 to March 31 ☐ 2nd Quarter April 1 to June 30 ☐ 3rd Quarter July 1 to September 30 ☐ 4h Quarter October 1 to December 31	April 30th July 31st October 31st January 31st
(c) FILINGS ☐ On Time ☐ Late	Report monthly if taxes are more than $500 per month.	(f) FILINGS ☐ On Time ☐ Late	Report quarterly if taxes are less than $500 per month

(g) TRADE NAME AND CONTACT INFORMATION		(h) STATUS OF BUSINESS
Trade Name:		Is this location still in business? ☐ Yes ☐ No If no, as of what date sold/transferred/closed
Owner Name:		If this location has been sold or transferred, provide New trade name, the new owner's name, address and telephone number.
Location Address:		
Mailing Address: (If other than Location)		
Email Address:		
Contact:	Telephone Number: ( )	

MAKE CHANGES HERE

(i) HOTEL OCCUPANCY TAX CALCULATIONS		(j) CITY of NEW BRAUNFELS Receipts
The City of New Braunfels collects Hotel OCCUPANCY TAXES for all accommodations located in the City limits of the City of New Braunfels.		
1. **TOTAL GROSS RECEIPTS**: Enter the gross receipts for all sleeping accommodations rented, Including sleeping accommodations claiming exemptions. Do not include miscellaneous charges such as telephone, safes, personal services and /or minibar, etc.	$	
2. **EXEMPTIONS:** Enter exempted receipts. A Texas Hotel Occupancy Tax Exemptions Certificate ***must be completed*** for each exemption claimed on this line. (Note: Local exemptions are not the same as State of Texas exemptions – see instructions for details **of** allowable exemptions.)	–	
3. **TAXABLE RECEIPTS:** Enter the total taxable receipts by subtracting the EXEMPTED receipts (line 2) from the TOTAL RECEIPTS (line 1)	=	
4. **TAX RATE FOR THE CITY OF NEW BRAUNFELS:**	X	**7.00%**
5. **TAX:** Multiply the TAXABLE RECEIPTS (line 3) by the TAX RATE (.07 as shown on line 4) and enter results. If paid on or before DUE DATE, enter amount on line (7). If paid after the DUE DATE go to line (6) and calculate late charges.	=	
PENALTY **6.** **PENALTY CALCULATION:** Delinquent taxes accrue a fifteen percent (15%) penalty on the first day (1st) of the calendar month following the due date shown in box (b) and or box (e). Multiply the applicable penalty (.15) times the amount of tax in box 5 (j) and enter the results in box 6 (j). Note: The minimum penalty for late payment is $5.00. So, if the calculation (.15 times box 5(j)) yields an amount less than $5.00, enter $5.00.	+	
7. **TOTAL AMOUNT DUE:** Add the amounts in boxes 5(j) and 6 (j). **THIS REPRESENTS THE TOTAL PAYMENT DUE TO THE CITY OF NEW BRAUNFELS FOR THE MONTH OR QUARTER REPORTED.** Return this report with your check or money order ***payable to the City of New Braunfels***.	$	

AFFIDAVIT

I _____ (PRINT NAME), am the ☐owner, ☐manager, ☐controller, or ☐other. I declare under the penalties prescribed in City Ordinance No.2010-34, as amended, that the information contained in this document covering the above period is accurate, true and correct, to the best of my knowledge and belief.

_____	_____	_____	_____
Signature of Affiant	Title or Capacity	Date	Telephone Number