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Texas Comptroller of Public Accounts



Municipal Hotel Occupancy Tax Submission Form

In 2017, the 85th Legislature passed Senate Bill 1221 with the intent of increasing local government transparency while also allowing the public to better understand the state’s patchwork of municipal hotel occupancy taxes (HOT). The bill amends the Tax Code by adding Section 351.009, requiring municipalities that impose a HOT under Chapter 351 to provide their required tax information to the Comptroller. The information entered below should reflect the municipality’s most recently completed fiscal year. All fields are required for completion.

The reporting period for municipal HOT information begins on Jan. 1 and closes after Feb. 20. of each calendar year.

If you have questions or require assistance, please contact us by email [mailto:transparency@cpa.texas.gov] or call 844-519-5676.

* required field

Form only accepts entries from January 1 to February 20 each year.

Municipality Information

Type of municipality*

Name of municipality* (i.e. “Austin”, not “City of Austin”)

Texas Taxpayer ID (TPID)*—Lookup tool

Report year*, i.e. the municipality's most recently completed fiscal year

Please provide the following information for the municipality’s primary contact:

First Name* Last Name*

Position* Email*

Phone*

Is the municipality selecting to comply with Tax Code Section 351.009 by clearly posting its required material on its own website rather than submitting the information for its most recently completed fiscal year through this form? (By selecting “No” the user will be prompted to enter the information manually below)

Yes No

Please provide the following information as it pertains to the municipality’s hotel occupancy tax levied under the authority of Chapter 351 of the State’s Tax Code for the most recently completed

fiscal year:

Tax Rate (decimal format, i.e. "0.0175" not "1.75%")

Total revenue collected during the most recently completed fiscal year (no "\$" needed)

Please provide the amount and percentage of total revenue collected by the municipality under the authority of Tax Code Chapter 351 allocated to each of the following uses described under Tax Code Sections 351.101(a)(1), (2), (3), (4), (5), and (9) during the most recently completed fiscal year. Note: Do not include allocations of revenue collected by the municipality prior to the most recently completed fiscal year (even if an allocation of such revenue occurred during the most recently completed fiscal year):

Convention or visitor information centers Amount (no "\$" needed)

Percent of Total (auto-calculated)

Registration of convention delegates or registrants

Amount (no "\$" needed)

Percent of Total (auto-calculated)

Advertising to attract tourists, delegates or registrants

Amount (no "\$" needed)

Percent of Total (auto-calculated)

The promotion and improvement of the arts Amount (no "\$" needed)

Percent of Total (auto-calculated)

Historical restoration and preservation projects/promotions

Amount (no "\$" needed)

Percent of Total (auto-calculated)

Signage directing the public to sights and attractions

Amount (no "\$" needed)

Percent of Total (auto-calculated)

Total Amount (no "\$" needed)

Did the municipality levy a hotel occupancy tax for sports and community venues under the authority of Subchapter H, Chapter 334, Local Government Code during the most recently completed fiscal year?

Yes No

Disclaimer: The Comptroller's office has the authority to review and maintain the information provided through this form. Information provided cannot be altered once submitted. To make changes or updates, please contact the Comptroller's Transparency Team directly. Do not submit concurrent forms for the same report year without first speaking to the Comptroller's office. By submitting the information

above, you are asserting that the material has been properly collected and is accurate. Discrepancies identified by the Comptroller's office may require the form to be resubmitted.

Do you certify that you have read and understand the disclaimer above?

Yes **No**

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