



City of Leander
105 N. Brushy St.
Leander, Texas 78641
512-528-2700

Hotel Occupancy Tax Report

Report Must Be Filed Even If No Tax Is Due - Report And Payment Due On The Last Day of the First Calendar Month Following Each Calendar Quarter.

Taxpayer Information:

Name _____
Business Name _____
Address _____
City, State, Zip _____
Phone Number _____
Location Trade Name _____
Location Address _____
Number of Rooms _____

Please enter reporting period:

Year: _____
Jan-Mar
Apr-Jun
Jul-Sep
Oct-Dec

Chapter 11, Article 11.04 of the Code of Ordinances of the City of Leander states that an occupancy tax of seven percent (7%) shall be levied on the total cost of occupancy of any sleeping room or space furnished by any hotel where the cost of occupancy is two dollars (\$2.00) or more per day. The Hotel Occupancy Tax Report and payment of taxes are due by the last day of the first calendar month following each calendar quarter. Failure to timely file the Report and remit payment will result in the assessment of penalties equal to five percent (5%) of the tax due plus an additional five percent (5%) after thirty days. Additionally, under state law a penalty of fifteen percent (15%) of the total tax due is assessed on all taxes delinquent for more than a quarter. Interest shall accrue at 12% per annum on all accounts that are sixty (60) days past due. The minimum penalty in any case shall be one dollar (\$1.00).

TAX COMPUTATION

- 1 Total Room Receipts**
- 2 Permanent Resident Exemptions Granted**
- 3 Other Exemptions Granted**
- 4 Total Taxable Receipts (line 1 minus lines 2 & 3)**
- 5 Total Tax Due (line 4 X .07)**
- 6 Penalties and Interest (see above)**
- 7 Balance Due (add lines 5 & 6)**

1	
2	
3	
4	
5	
6	
7	

I certify that the above information is true and correct.

AUTHORIZED SIGNATURE

DATE

PRINTED NAME

EMAIL ADDRESS

IMPORTANT NOTE

A copy of the state occupancy tax return filed with the State Comptroller's office and documentation of all exemptions granted must accompany this report. Please mail report and payment to:

Finance Director, City of Leander
P.O. Box 319, Leander, TX 78646