



The City of
SACHSE

Hotel Occupancy Tax Report City of Sachse, Texas

Name of Hotel/Motel/Eligible Entity		Account Number		Date of Completion					
Location (Street Address):		Reporting Year		Due Date					
Reporting Period (One Report required for each Qtr. Select appropriate reporting period.)	Qtr 1 (Jan-March) Due April 30	Qtr 3 (July-Sept) Due Oct 31							
	Qtr 2 (April-June) Due July 31	Qtr 4 (Oct-Dec) Due Jan 31							
Computation of Hotel Occupancy Tax Due:		Month 1		Month 2		Month 3		Total	*Reminder: A report must be filed even if no tax is due.
A Total Gross Receipts								\$ -	
B.1 Permanent Residents									
B.2 Federal Government									
B.3 Foreign Diplomat									
B.4 Federal/State Military									
B Total Exemptions		0		0		0		\$ -	B.1+B.2+B.3+B.4
C Net Taxable Receipts		\$ -		\$ -		\$ -		\$ -	A-B
D Total Tax Due if paid by due date (7%)		\$ -		\$ -		\$ -		\$ -	C*.07
E Penalty if paid after due date (5%)		\$ -		\$ -		\$ -		\$ -	D*.05
F.1 Number of Days after reporting due date	0								Enter number of days manually
F.2 Number of Days greater than 60	-60								F.1-60 days
F Interest after 60 days (10% per annum)		0		0		0		0	E*.000274*number of days >60
G Total Due to City		\$ -		\$ -		\$ -		\$ -	D+E+F

I, _____ certify that the above information is true and correct as shown in the records

(Printed name of person completing the form)

of **Management Company**

(Printed name of Hotel, Management Copy, etc.)

Amount Remitted: \$ -

Signature

Phone Number

Return this form and payment to:

City of Sachse
Finance Department
3815B Sachse Road
Sachse, TX 75048

Failure to pay the amount due by due date will result in a 5% penalty (\$1.00 minimum). Delinquent taxes shall draw interest at the rate of 10% per annum beginning 60 days from the due date.

For additional copies of this form and additional information, please visit our website at cityofsachse.com