

**City of Mason**  
**Hotel and Motel Occupancy Tax Report**

REPORTING PERIOD		REPORT DATE			<i>Hotel occupancy tax report and payment are due before the <u>last day of the month</u> following the reporting period. Payable to the <u>CITY OF MASON</u></i>
MONTH	YEAR	MONTH	DAY	YEAR	
<b>TRADE NAME, ADDRESS, &amp; CONTACT INFORMATION</b>					
TRADE NAME (DBA)					
OWNER NAME					
LOCATION ADDRESS					
MAILING ADDRESS					
CONTACT PERSON					TELEPHONE-

**HOTEL OCCUPANCY TAX CALCULATION**

1. Total Taxable Receipts	\$
2. Total Amount of Tax Due (7% of Line 1)	\$
3. Less Payment Previously Credited to this Period	\$
4. Net Tax Due After Previous Payment (Line 2 less Line3)	\$
5. Late Filing Penalty (See Instructions)	\$
6. Late Filing Interest (See Instructions)	\$
7. Total Amount Due and Payable (Line 4 + 5 + 6)	\$

**INSTRUCTIONS FOR COMPLETING TAX REPORT**

1. Enter the Period Ending Date (Ending Dates Are 3/31, 6/30, 9/30, 12/31)
2. Enter the Trade Name, Owner Name, Address, City, State and Zip Code.
3. Enter on Line 1 the Total Taxable Receipts for the Hotel or Motel.
4. Multiply the Amount in Line 1 By 7 % and Enter the Results on Line 2.
5. Unless a Previous Payment Is Prepaid Enter -0- On Line3.
6. Subtract Amount on Line 3 from Amount on Line 2 and Enter Results on Line 4.
7. If This Report Is Being Filed and Paid After the Last Day of the Month Following the End of Period Date, A
8. Late Payment Penalty Is Due. The Late Penalty for a Late Payment Is Five Percent (5%) Of The Amount on Line 4, the Minimum Late Penalty is \$1.00 (One Dollar) Even Though the Calculated Penalty May Be Less.
9. Enter the Penalty on Line 5.
10. If This Report Is Being Filed And Paid More Than 60 Days Late, Late Payment Is Due. Interest Accrues At a Rate of Six Percent (6%) Per Annum Of The Amount On Line 5 Starting On The 61<sup>st</sup> Day After The Due Date. Enter Calculation On Line 6.
11. Add The Amounts Of Line 4, 5 & 6 and Enter The Results on Line 7.

AUTHORIZED AGENT (PRINT NAME)	TITLE	SIGNATURE	DATE

**REMIT THE AMOUNT DUE ON LINE 10 TO:**

**CITY OF MASON**  
**PO BOX 68**  
**MASON, TX 76856-0068**  
**325-347-6449**