



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	<input type="checkbox"/> Qtr 1 (Jan-March) Due April 30 <input type="checkbox"/> Qtr 2 (April-June) Due July 31	<input type="checkbox"/> Qtr 3 (July-Sept) Due Oct 31 <input type="checkbox"/> Qtr 4 (Oct-Dec) Due Jan 31			

Computation of Hotel Occupancy Tax Due:		Month 1	Month 2	Month 3	Total	
A	Total Gross Receipts				\$ -	*Reminder: A report must be filed even if no tax is due.
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				Completion date converted to number
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 _____ Amount Remitted: \$ -
(Printed name of Hotel, Management Copy, etc.)

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