City of Cedar Park
450 Cypress Creek Rd
Cedar Park, Texas 78613
512-401-5000

Hotel Occupancy Tax Report

Please type or print

Name And Mailing Address

Collecting Entity Name _____

Address _____

City, State, Zip _____

Please enter reporting period:

Year: _____

Month/Qtr End: _____

Monthly ☐   Quarterly ☐

Chapter 10, Article 10.03 of the Code of Ordinances of the City of Cedar Park 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	**Gross Costs of Occupancy Received**	1
2	**Permanent Resident Exemptions Granted**	2
3	**Other Exemptions Granted**	3
4	**Total Taxable Receipts (line 1 minus lines 2 & 3)**	4
5	**Total Tax Due (line 4 X .07)**	5
6	**Penalties and Interest (see above)**	6
7	**Balance Due (add lines 5 & 6)**	7

I certify that the above information is true and correct.

_____   _____
AUTHORIZED SIGNATURE   DATE

_____
PRINTED NAME

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 Cedar Park
450 Cypress Creek, Building 1, Cedar Park, TX 78613