



City of Bulverde

Hotel Occupancy Tax Report

Reporting Period	Due Date	Report Status
<input type="checkbox"/> 1st Quarter - January 1 to March 31	April 30	<input type="checkbox"/> On Time
<input type="checkbox"/> 2nd Quarter - April 1 to June 30	July 31	<input type="checkbox"/> Late
<input type="checkbox"/> 3rd Quarter - July 1 to September 30	October 31	
<input type="checkbox"/> 4th Quarter - October 1 to December 31	January 31	

Establishment Information	Business Status
Trade Name:	Is this location still in business? <input type="checkbox"/> Yes <input type="checkbox"/> No
Owner Name:	If yes, please indicate the date of sale, please indicate the date of sale and the new owner's name, address and telephone number below:
Location Address:	
Mailing Address:	
e-mail address:	
Contact name:	
Contact Telephone Number:	

Hotel Occupancy Tax Calculations	
The City collects Hotel Occupancy Taxes within the City Limits and Extraterritorial Jurisdiction.	Receipts
1. TOTAL GROSS RECEIPTS: Enter the gross receipts for all sleeping accommodations rented, including sleeping accommodations claiming exemptions. Do not include miscellaneous charges such as telephones, safes, and/or minibar, etc.	
2. EXEMPTIONS: Enter exempted receipts. A Texas Hotel Occupancy Tax Exemptions Certificate must be completed for each exemption claimed on this line. (Note: Local exemptions are not the same as State of Texas exemptions)	
3. TAXABLE RECEIPTS: Enter the total taxable receipts by subtracting the EXEMPTED receipts (line 2) from the TOTAL RECEIPTS (line 1)	
4. Tax Rate for the City of Bulverde	7%
5. TAX: Multiply the TAXABLE RECEIPTS (line 3) by the TAX RATE (.07 as shown on line 4) and enter results. If paid on or before DUE DATE, enter amount on line (7). If paid after the DUE DATE go to line (6) and calculate late charges.	
Penalty	6. PENALTY CALCULATION: Delinquent taxes accrue a fifteen percent (15%) penalty on the first day (1st) of the calendar month following the due date shown in the date due box). Multiply the applicable penalty (.15) times the amount of tax in box 5 and enter the results in box 6.
7. TOTAL AMOUNT DUE: Add the amounts in boxes 5 and 6. THIS REPRESENTS THE TOTAL PAYMENT DUE TO THE CITY OF BULVERDE FOR THE QUARTER REPORTED. Return this report with your check or money order payable to the City of Bulverde.	

Affirmation	
I, _____ (PRINT NAME), am the <input type="checkbox"/> OWNER, <input type="checkbox"/> Manger, <input type="checkbox"/> controller, or <input type="checkbox"/> authorized representative of the establishment named in this report. I affirm that the information contained in this document covering the above period is accurate, true, and correct, to the best of my knowledge.	
Signature _____	Title or Capacity _____
Date _____	Telephone Number _____

Remit To	More Information
City of Bulverde Hotel Occupancy Tax 30360 Cougar Bend Bulverde, Tx 78163	City of Bulverde Phone: 830-980-8832 Fax: 830-438-4339