



Payment is due before the 20<sup>th</sup> day of the month following the reporting period.

## HOTEL OCCUPANCY TAX FORM

**Instructions:**

1. Complete this form entirely;
2. Print completed form;
3. Sign the form in the designated location;
4. Mail the completed, signed form along with your payment **OR**
5. Deliver completed, signed form with payment to City Hall.
6. Please include a copy of the form sent to the Texas State Comptroller.

Taxpayer number:
Filing period:

Trade Information		Taxing Entity	
<b>Property Name</b>		<b>Recipient</b>	City of Cisco Finance Department
<b>Address</b>		<b>Address</b>	P.O. Box 110 500 Conrad Hilton Blvd. Cisco, TX 76434
<b>Phone</b>		<b>Phone</b>	254-442-2111
<b>Contact Name</b>		<b>Contact Name</b>	Peggy Ledbetter, Finance Director

Hotel Occupancy Tax Calculation		Amount
1. Total Room Receipts	\$	
2. Less Exempt Room Receipts	-	
3. Taxable Room Receipts (Line 1 – Line 2)	=	
4. Hotel Occupancy Tax Due (Line 3 x 0.07)	x	
5. Penalty (See Chapter 19, Art. II, Sec. 19-23 of Code of Ordinances)	+	
6. Interest (See Chapter 19, Art. II, Sec. 19-24 of Code of Ordinances)	+	
7. Amount Due (Line 4 + Line 5 + Line 6)	=	
8. Total Amount Due and Payable to City of Cisco <span style="color: red;">(A report must be filed even if no tax is due)</span>	\$	

I declare that the information in this document and any attachments is true and correct to the best of my knowledge and belief.

sign here \_\_\_\_\_  
 date \_\_\_\_\_