



Remit to:  
 Bastrop County Treasurer  
 P.O. Box 676  
 Bastrop, TX 78602

## REPORT OF HOTEL OCCUPANCY TAX COUNTY OF BASTROP

For Information:  
 (512) 332-7206  
 FAX: (512) 581-7136  
 laurie.ingram@co.bastrop.tx.us

(Only for Properties located outside a Municipality)

(a) REPORTING PERIOD			(b) DUE DATE (see below)			(d) LOCATION		(e) PAYMENT INFO
MONTH	DAY	YEAR	MONTH	DAY	YEAR	<input type="checkbox"/> Located in the City of Bastrop, Smithville or Elgin or ETJ (subject to .75% County Tax)		<input type="checkbox"/> Reporting taxes for the County of Bastrop
(Month Ended)						<input type="checkbox"/> Located in Bastrop County (but outside the City of Bastrop, Smithville or Elgin ETJ) subject to 7% County Tax		
(c) FILING			Occupancy Tax and report are due by the 20th of the month following the REPORTING PERIOD in (a).					
<input type="checkbox"/> On Time <input type="checkbox"/> Late								

(f) TRADE NAME AND CONTACT INFORMATION		(g) STATUS OF BUSINESS	
Trade Name:	Is this location still in business? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Owner Name:	MAKE CHANGES HERE		
Location Address:			
Mailing Address:	If no, as of what date sold/transferred/closed:		
Contact:	Telephone Number:	If this location has been sold or transferred, provide the new trade name, the new owner's name, address and telephone number:	

(h) HOTEL OCCUPANCY TAX CALCULATIONS		(i) Receipts for locations in Bastrop County	
The Bastrop County Treasurer collects HOTEL OCCUPANCY TAXES for Bastrop County. Accommodations located in Bastrop County, including those in municipalities, will be reported in column (i).			
1) TOTAL GROSS RECEIPTS: Enter the gross receipts for all sleeping accommodations rented, including sleeping accommodations claiming exemption. Do not include miscellaneous charges such as for telephone, safes, personal services, and/or minibar, etc.	\$		
2) EXEMPTIONS: Enter exempted receipts. A Texas Hotel Occupancy Tax Exemption Certificate (Form 12-302) must be completed for each exemption claimed on this line. (Note: Local exemptions are the same as state exemptions - see instructions for details of allowable 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 BASTROP COUNTY:	X	7.00%	
5) TAX: Multiply the TAXABLE RECEIPTS (line 3) by the TAX RATE (line 4) and enter results. If paid on or before DUE DATE (b), enter this amount on line (9). If paid after the DUE DATE (b), go to line (6 and 7) and calculate late charges.	=		
LATE CHARGES	6) PENALTY CALCULATION: Delinquent taxes accrue a five percent (5%) penalty on the first day of the first (1st) calendar month following the due date in box (b). An additional five percent (5%) penalty accrues on the first day of the second (2nd) calendar month following the due date in box (b). Multiply the applicable penalty times the amount of tax in column 5(i) and enter the results in column 6(i). Note: The minimum penalty for late payment is \$5.00	+	
	(j) PENALTY RATE		
	<input type="checkbox"/> 5% - 1st Month Late or <input type="checkbox"/> 10% - 2nd Month Late		
	7) INTEREST RATE CALCULATION: Delinquent taxes and penalties accrue interest on the first (1st) day of each month beginning on the 61st day after the due date in box (b) at the annual rate of 10 percent (10%) per annum. Multiply the monthly interest rate (0.8333% times the number of months delinquent and enter the percentage in box (j). Calculate the amount of interest due by multiplying the percentage in box (j) times the sum of the amount of tax in column 5(i) plus the amount of PENALTY in column 6(i) and enter the results in column 7(i).	+	
	(k) INTEREST RATE		
	%		
8) TOTAL LATE CHARGES: Add the amounts on lines (6) and (7), and enter the total in column (i) at right.	=		
9) AMOUNT DUE: If paying the current tax, enter the totals from line (5), column (i) and proceed to the instruction in TOTAL TAX DUE below. If paying after the DUE DATE (b), enter the sums of line (5) (TOTAL) and line (8) (TOTAL LATE CHARGES), column (i) and proceed to the instructions in TOTAL TAX DUE below.	\$		
10) TOTAL TAX DUE:	Add total amount(s) due on line (9), column (i), and return this report with your check or money order payable to Bastrop County Treasurer.		\$

**AFFIDAVIT**

I, \_\_\_\_\_ (PRINT NAME), am the \_\_\_\_\_ owner, \_\_\_\_\_ controller, or \_\_\_\_\_ other. I declare that the information contained in this document covering the above period is accurate, true, and correct, to the best of my knowledge and belief.

Date	Telephone Number	Title or Capacity	Signature of Affiant
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