



**REPORT OF  
HOTEL OCCUPANCY TAX  
COUNTY OF BASTROP**

**FOR PROPERTIES LOCATED INSIDE A MUNICIPALITY OR ITS ETJ**

**REMIT TAX and REPORT form to:**

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

ONLINE: [www.co.bastrop.tx.us/page/tr.treasurer](http://www.co.bastrop.tx.us/page/tr.treasurer)  
EMAIL: [HOT@co.bastrop.tx.us](mailto:HOT@co.bastrop.tx.us)  
PHONE: (512) 581-7104

(a) REPORTING PERIOD	(b) DUE DATE	(c) FILING	(d) PROPERTY LOCATION <i>in Bastrop County</i>	(e) PAYMENT INFORMATION
<input type="checkbox"/> MONTH _____ YEAR _____ QUARTER <input type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3 <input type="checkbox"/> Q4	_____ DATE <i>Hotel Occupancy Tax remittance and this tax form are due by the 20th of the month following (a) REPORTING PERIOD. See instructions for exceptions.</i>	<input type="checkbox"/> ON TIME <input type="checkbox"/> LATE <i>If submitted after the (b) DUE DATE, mark the "LATE" box.</i>	<input checked="" type="checkbox"/> Located in the city limits of Bastrop, Elgin or Smithville, or in their extraterritorial jurisdiction (ETJ). <input type="checkbox"/> Located in Bastrop County, but outside of the city limits of Bastrop, Elgin or Smithville, and outside their extraterritorial jurisdiction (ETJ).	<input checked="" type="checkbox"/> Reporting taxes for the County of Bastrop (0.75%) <input type="checkbox"/> Reporting taxes for the County of Bastrop (7%)

**(f) PROPERTY TRADE NAME AND CONTACT INFORMATION**

PROPERTY TRADE NAME (DBA) OR RENTAL NAME	NUMBER OF ROOMS
PROPERTY ADDRESS	
<b>PROPERTY OWNER</b> NAME _____ MAILING ADDRESS _____ EMAIL _____	<b>MANAGER</b> NAME _____ BUSINESS _____ TELEPHONE NUMBER _____ EMAIL _____

**(g) STATUS OF BUSINESS**

Do you still own this business? <input type="checkbox"/> YES <input type="checkbox"/> NO	If this location has been sold or transferred, provide the contact information for new owner.	NEW OWNER NAME _____ MAILING ADDRESS _____ EMAIL ADDRESS _____	TELEPHONE NUMBER _____
If NO, what date was the property sold, transferred, or closed?			

**(h) HOTEL OCCUPANCY TAX CALCULATIONS**

The Bastrop County Treasurer collects HOTEL OCCUPANCY TAXES for Bastrop County for accommodations located in Bastrop County, including those in municipalities. Use the below workspace to figure (i10) TAX DUE. <i>More explanation is in the INSTRUCTIONS on the back of this report.</i>			<b>(i) RECEIPTS FOR LOCATIONS IN BASTROP COUNTY</b>			
1) <b>TOTAL GROSS RECEIPTS:</b> Enter the GROSS RECEIPTS for all sleeping accommodations rented and related services per State of Texas Hotel Occupancy Regulations, including sleeping accommodations claiming exemption.	\$					
2) <b>EXEMPTED RECEIPTS:</b> Enter exempted receipts. <i>Local exemptions are the same as state exemptions - see INSTRUCTIONS for allowable exemptions.</i>	-					
3) <b>TAXABLE RECEIPTS:</b> Enter the total taxable receipts by subtracting the (i2) EXEMPTED RECEIPTS from the (i1) TOTAL RECEIPTS.	=					
4) <b>TAX RATE FOR COUNTY OF BASTROP:</b> Based on (d) PROPERTY LOCATION and (e) PAYMENT INFORMATION.	X			<b>0.0075</b>		
5) <b>TAX:</b> Multiply the (i3) TAXABLE RECEIPTS by the (i4) TAX RATE FOR THE COUNTY OF BASTROP and enter result in (i5). If paid on or before (b) DUE DATE, enter this amount in (i10) TAX DUE. If paid after the (b) DUE DATE, see (h6, h7, h8, h9) to calculate LATE CHARGES.	=					
<b>LATE CHARGES</b>	6) <b>PENALTY CHARGES:</b> Delinquent taxes accrue a five percent (5%) penalty rate on the first (1st) day following the due date in box (b) DUE DATE. An ten (10) percent penalty rate is due on the 31st day after the due date in box (b) DUE DATE. Multiply the applicable PENALTY RATE by (i5) TAX and enter number in (i6). If the calculated total is less than \$5.00, instead click the \$5.00 box.	<input type="checkbox"/> Late 5% (0.05) <input type="checkbox"/> 31st Day Late 10% (0.10) <input type="checkbox"/> Minimum \$5.00 late fee	<input type="checkbox"/> ON TIME	X		
	7) <b>TOTAL PENALTY PLUS TAX:</b> Add (i5) TAX and (i6) PENALTY CHARGES and enter number in (i7).				+	
	8) <b>INTEREST RATE:</b> If filing is 61 or more days late, delinquent taxes accrue interest on the first (1st) day of each month after the (b) DUE DATE at the 0.8333% per month. Multiply MONTHLY INTEREST RATE BY NUMBER OF MONTHS LATE, to get INTEREST RATE.	0.008333 X	NUMBER OF MONTHS PAST DUE DATE _____		=	
	9) <b>INTEREST RATE CHARGE:</b> Multiply (i7) TOTAL PENALTY PLUS TAX by (i8) INTEREST RATE and enter number in (i9).				X	
10) <b>TOTAL LATE CHARGE:</b> Add (i6) PENALTY CHARGES and (i9) INTEREST RATE CHARGE and enter number in (i10).				+		
11) <b>TAX DUE:</b> If filing the current tax ON TIME, enter the number from (i5) TAX in (i10). If filing after the (b) DUE DATE, enter the sum of line (i5) TAX and (i10) TOTAL LATE CHARGES in (i11). <b>THIS IS THE TAX DUE FOR THIS REPORTING PERIOD.</b>	\$					

**(j) AFFIDAVIT**

I, \_\_\_\_\_ (PRINT NAME), am the  owner,  manager,  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.(i).

DATE \_\_\_\_\_ TITLE/CAPACITY OF AFFIANT \_\_\_\_\_ TELEPHONE \_\_\_\_\_ SIGNATURE OF AFFIANT \_\_\_\_\_  
*Form offers option to SAVE after digital signature.*