



**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
EMAIL: HOT@co.bastrop.tx.us
PHONE: (512) 581-7104

(a) REPORTING PERIOD (b) DUE DATE (c) FILING (d) PROPERTY LOCATION in Bastrop County (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%)
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(f) PROPERTY TRADE NAME AND CONTACT INFORMATION

PROPERTY TRADE NAME (DBA) OR RENTAL NAME		NUMBER OF ROOMS
PROPERTY ADDRESS		
PROPERTY OWNER	NAME	NAME
	MAILING ADDRESS	BUSINESS
	EMAIL	TELEPHONE NUMBER
		EMAIL

(g) STATUS OF BUSINESS

Do you still own this business? <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, what date was the property sold, transferred, or closed?	If this location has been sold or transferred, provide the contact information for new owner.	NEW OWNER NAME MAILING ADDRESS EMAIL ADDRESS	TELEPHONE NUMBER
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(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. *More explanation is in the INSTRUCTIONS on the back of this report.*

1) TOTAL GROSS RECEIPTS: 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) EXEMPTED RECEIPTS: Enter exempted receipts. <i>Local exemptions are the same as state exemptions - see INSTRUCTIONS for allowable exemptions.</i>		-		
3) TAXABLE RECEIPTS: Enter the total taxable receipts by subtracting the (i2) EXEMPTED RECEIPTS from the (i1) TOTAL RECEIPTS.		=		
4) TAX RATE FOR COUNTY OF BASTROP: Based on (d) PROPERTY LOCATION and (e) PAYMENT INFORMATION.		X	0.0075	
5) TAX: 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.		=		
LATE CHARGES	6) PENALTY CHARGES: 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 <input checked="" type="checkbox"/> X	
	7) TOTAL PENALTY PLUS TAX: Add (i5) TAX and (i6) PENALTY CHARGES and enter number in (i7).		+	
	8) INTEREST RATE: 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) INTEREST RATE CHARGE: Multiply (i7) TOTAL PENALTY PLUS TAX by (i8) INTEREST RATE and enter number in (i9).		X	
	10) TOTAL LATE CHARGE: Add (i6) PENALTY CHARGES and (i9) INTEREST RATE CHARGE and enter number in (i10).		+	
11) TAX DUE: If filing the current tax ON TIME, enter the number from (i5) TAX in (i11). If filing after the (b) DUE DATE, enter the sum of line (i5) TAX and (i10) TOTAL LATE CHARGE in (i11). THIS IS THE TAX DUE FOR THIS REPORTING PERIOD.		\$		

(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
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