



Dear Bastrop County Lodging Properties,

Starting on October 2, 2023, Bastrop County taxpayers are required to use the Localgov online platform to pay Hotel Occupancy Tax. This includes tax submissions for September, Quarter 3, and future filings, and any back payments.

Collectors must file tax returns on a **Monthly or Quarterly** basis. Please continue to file on the same monthly or quarterly filing basis that you have been -- there are no changes to your filing schedule.

- All lodging properties, that rent sleeping quarters for less than 30 days consecutively, are considered “hotels” by State of Texas Tax Code and must report and file Hotel Occupancy Tax.
- Hotel Occupancy Tax is a “pass-through” tax, a “collection.” Property owners are legally allowed to add the tax to their guest’s bill so that it isn’t coming out of your revenue.
- Your tax rate will depend on your location in the County, in relation to the three cities and their extraterritorial jurisdiction.

## TO GET MORE TRAINING WITH LOCALGOV

Localgov experts will train you on the online platform and can assist you and your tax representative one-on-one with your registration, and tax submission, as well.



A Zoom call training was held Sept. 20, 2023; however, you can set up a one-on-one training, ask for customer service help, or access the Help Center online.

- **Customer Service:** If you have any questions or need assistance with the online platform, please contact Localgov Customer Service at (877) 842-3037 or [service@localgov.org](mailto:service@localgov.org).
- **Help Center:** You can also visit our Help Center to learn how to get started: <https://service.localgov.org/knowledge>
- **Book a Personal Training:** Book a one-on-one training with our Customer Service Team: <https://calendly.com/localgov/localgov-customer-service-meeting>

## REGISTER, SETUP PAYMENTS AND GET CURRENT WITH YOUR TAX:

- **Create your Account:** Set up your online account here: <https://tax.localgov.org/login>. It takes just a few minutes to get started.
- With registration, you’ll need to wait for approval, and your tax rate and filing period to be set in the system.
- Then you can set up payments and get current with your taxes.

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BASTROP COUNTY TOURISM & ECONOMIC DEVELOPMENT  
Tourism, Economic Development, Filming, Hotel Occupancy Tax (HOT), Lodging Partnerships

ECONOMIC DEVELOPMENT – Partnerships, Filming, HOT: [www.co.bastrop.tx.us/page/ds.tourism\\_economic](http://www.co.bastrop.tx.us/page/ds.tourism_economic)  
TOURISM - Things to Do, Where to Eat, Places to Stay, Venues to Rent, Events: [www.explorebastropcounty.com](http://www.explorebastropcounty.com)



## ABOUT LOCALGOV

Localgov offers taxpayers in our community significant advantages, such as:

- Automatic calculation of taxes and fees owed.
- Multiple payment options including ACH/EFT drafts (\$1 fee), and credit and debit card payments (3% fee) using Visa and Mastercard.
- Payments can be made when you have time—not *only* during government hours.
- No need for paper forms, envelopes, checks, or stamps.
- Localgov customer service is here to help.

## TAX RATE AND FILING QUALIFICATIONS

For information regarding the tax rate, filing qualifications, and penalties, please review the County's tax information online at:

**[www.co.bastrop.tx.us/page/ds.tourism\\_economic](http://www.co.bastrop.tx.us/page/ds.tourism_economic)**

or contact Fran Hunter at [frances.hunter@co.bastrop.tx.us](mailto:frances.hunter@co.bastrop.tx.us) or (512) 581-4074.

With our growing County and an explosion in short term rentals, moving to a specialized service was the best way to provide you with quality customer service and have full county participation in a tax which brings more tourism to the county, and adds to stays and economic development countywide.

We understand that this new system may take some time to “wrap your head around” and we are here to help make this transition as seamless as possible. If you have questions, contact Fran Hunter by email at [frances.hunter@co.bastrop.tx.us](mailto:frances.hunter@co.bastrop.tx.us) or call 512-581-4074.

***Please forward this information to all who manage your tax.***

Thank You,

Adena Lewis, Director, and Fran Hunter  
Tourism & Economic Development  
Bastrop County, Texas

*Please note that we travel quite a bit to represent Bastrop County and we may not be in our offices.  
Please make an appointment if you'd like to meet us by emailing or leaving a message.*

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