



CITY OF MINEOLA, TX

HOTEL OCCUPANCY TAX REPORT

1. Lodging Name: _____

2. Owner Name: _____

3. Lodging Address: _____

4. Mailing Address (if different) _____

For What Quarter: _____

1st Quarter = Jan. Feb. & Mar. 2nd Quarter = Apr. May & Jun. 3rd Quarter = Jul. Aug. & Sep. 4th Quarter = Oct. Nov. & Dec.

How many rooms: _____

Taxpayer Number: _____

5. Total room receipts:	
6. Less Tax Exemptions: (include Tax Exemption Report)	
7. Total taxable receipts:	
8. Total tax due (7% of line 7):	
9. Penalty: *If report is filed or tax paid after the due date, enter penalty of 5% of line 8 for each 30 days tax is not paid.	
10. Interest: *If any tax is unpaid 60 days from due date, calculate 6% interest of Line 8.	
11. Total amount due and payable: (line 8 plus line 9 & 10 if applicable)	

***Sec. 40-29. - Penalties.**

If any person shall fail to collect the tax imposed herein, or shall fail to file a report as required herein, or shall fail to pay to the city secretary the tax, as imposed herein, when said report or payment is due, or shall file a false report, then such person shall be deemed guilty of a misdemeanor. In addition, such a person who fails to remit the tax imposed by this article or violates the reporting provisions imposed by this article within the time required shall forfeit an additional five percent of the tax due for each 30 days the same is not timely paid as a penalty; provided, however, the penalty shall never be less than \$1.00. Delinquent taxes shall draw interest at the rate of six percent per annum beginning 60 days from the date due. (Code 1977, § 15-23; Ord. of 3-12-1979, § 8)

I declare, under the penalties for filing false reports, that this return (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is a true, correct, and complete return. If the return is prepared by other than the taxpayer, his declaration is based on all the information relating to the matters required to be reported in the return of which he/she has knowledge.

Duly Authorized Agent	
Printed Name & Title Here ►	
Sign Here ► X	
Email Address	
Daytime Phone	Date
Make amount on line 11 payable to: CITY OF MINEOLA, TX	
Mail reports & check to: City of Mineola PO Box 179 Mineola, TX 75773	

**INSTRUCTIONS FOR COMPLETING
THE MINEOLA, TX HOTEL OCCUPANCY TAX REPORT
GENERAL INSTRUCTIONS**

Who Must File: Per Code of Ordinances City of Mineola, Texas: Chapter 40 Taxation, Article II Hotel, Motel Occupancy Tax: You must file this report if you are a sole owner, partnership, corporation or other organization that owns, operates, manages or controls any hotel/motel in the City of Mineola, TX. Failure to file this report and pay applicable tax may result in fines/ penalties as prescribed by City Ordinance, Chapter 40, Article II, Hotel, Motel Occupancy Tax, Section 40-29. **You must file this report even if you did not have income from room receipts.**

When to File: Reports must be filed or postmarked by the last day of the month following the reporting period.

1st Quarter due April 30
2nd Quarter due July 31
3rd Quarter due October 31
4th Quarter due January 31

Record Keeping: Complete and detailed records must be kept of all receipts reported and exemptions claimed in the event of an audit by the City.

For Assistance: Call 903-569-6183

Form: available for download at www.mineola.com

SPECIFIC INSTRUCTIONS

Line 5: enter amount reported to State of Texas

Line 6: enter Exemption amount, attach Tax Exempt Certificate and record on Tax Exemption Form

Line 7: enter TAXABLE amount (line 5 minus line 6)

Line 8: multiply line 7 by .07

Line 9: If report is filed or tax paid after the due date, enter penalty of 5% of line 8.

Line 10: If any tax is unpaid 61 days after due date, calculate 6% interest of line 8.

Line 11: Add lines 8, 9 & 10 for total to pay.

TAX EXEMPT

The following individuals are exempt from local hotel occupancy tax. Record exemption number on Mineola, TX Tax Exemption report in "Exemption Type" field.

1. U.S. Government Agencies
2. Military Personnel
3. State of Texas Agency, Institution, Board or Commission Members
4. Diplomatic Personnel with a Tax Exemption Card
5. Occupants whose use or possession extends thirty (30) days or longer

