



Hotel Occupancy Tax Report

General Information

When to file:

Once you are registered with the Town, property owners of Short-Term Rentals will be required to submit a quarterly Hotel Occupancy Tax Report to the Town. The first quarter will begin on October 1st and end December 31st. Reports are considered timely if they are postmarked or hand-delivered before the 30th day following the end of the quarter. The report must be filed for every quarterly period, even if you have no amount subject to tax or no tax due. Enter "0" if no receipts were collected for this reporting period. The timeline for reporting is as follows:

	Quarterly Dates	Report Due Date*
Q1	October 1 – December 31	January 31
Q2	January 1 – March 31	April 30
Q3	April 1 – June 30	July 31
Q4	July 1 – September 30	October 31

*If the due date falls on a Saturday, Sunday, or Town holiday, the next business day will be the due date.

Mailing Address

**Town of Argyle
Attention: Hotel Occupancy Tax
PO Box 609, Argyle, TX 76226**

Make all checks out to Town of Argyle



Town of Argyle Hotel Occupancy Tax Report

Due Date - Filed Quarterly

Facility Name: _____
Owner Name: _____
Facility Address: _____
Mailing Address (if different): _____
Quarterly Period: _____
Submitted By: _____

(A) Total Taxable Receipts: _____
(B) Tax Rate: _____ .07
(C) Amount of Tax Collected: _____
(D) Number of room days rented: _____
(E) Number of rooms available: _____
(F) Number of days in quarter: _____
(G) Quarterly Occupancy Rate: _____
$$\frac{(D)}{(E \times F)} = (G)\%$$

Specific instructions:

Line(A) - Enter the total amount of room receipts for the quarter for the location shown. Enter "0" if no taxable receipts were collected.

Line(B) - The Hotel Occupancy Rate is 7%

Line(C) - Multiply Line (A) by .07.

Line(D) - Enter the number of room days rented for the quarter.

Line(E) - Enter the total number of rooms available for the quarter.

Line(F) - Enter the number of days in the quarter of the reporting period.

Line(G) = Line (D) divided by Line (E) times Line (F)

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/her declaration is based on all the information relating to the matters required to be reported in the return of which he/she has knowledge.

Name: _____

Title: _____

Signature: _____

Date: _____

Mail report, supporting documentation for exemptions, and check to:

Town of Argyle
Attention: Hotel Occupancy Tax
PO Box 609, Argyle, TX 76226

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