



City of Richmond, Texas

INSTRUCTIONS FOR COMPLETING THE HOTEL OCCUPANCY TAX REPORT

Line 1 – Enter the total amount of all room receipts during the reporting period

Line 2 – Enter the total amount of receipts for guests claiming an exemption. A Texas Hotel Occupancy Tax Exemption Certificate must be completed for each exemption claimed on this line. (Note: Local exemptions are not the same as State of Texas Exemptions – see instructions for details of allowable exemptions.)

Line 3 – This line automatically calculates the Total Taxable Room Receipts for the reporting period by subtracting the Total Exemptions from the Total Amount of all Room Receipts. (Line 1 minus Line 2)

Line 4 – Shows the current tax rate for the City of Richmond. This percentage cannot be changed on the form.

Line 5 – This line automatically calculates the Total Hotel Occupancy Tax Due for reporting period by multiplying the Total Taxable Room Receipts by the Hotel Occupancy Tax Rate. (Line 3 multiplied by Line 4)

Line 6 – The City of Richmond allows persons required to collect the hotel occupancy tax imposed to retain one percent of the tax collected and required to be reported, as reimbursement to such persons for the costs in collecting the tax. (Line 5 multiplied by 1%)

Line 7 – This line automatically calculates the Total Amount Due & Payable to the City of Richmond for the reporting period. This amount is calculated by subtracting Line 6 from Line 5. (Line 5 minus Line 6)