

CITY OF CANTON HOTEL OCCUPANCY TAX REPORT		<i>This form must accompany your payment.</i>		<i>A report must be filed even if no tax is due. Enter zero.</i>	
a. State Taxpayer Number		b. Reporting period Year: _____ Quarter: 1 2 3 4 (circle)		c. Due date  30th day of the month following the reporting period.	
d. Owner's Name and mailing address		e. If any location has closed since your last report, please write closing date(s) and location number(s) here. Location _____ Date closed _____			
1. Number of Rooms	2. LOCATION TRADE NAME AND ADDRESS	3. Location number	4. Total room receipts	5. Total taxable receipts	

Attach additional sheet if more than 4 locations.

6. Total room receipts for ALL locations ( item 4 from this and all supplemental pages )	6. _____
7. Total taxable receipts for All locations ( item 5 from this and all supplemental pages )	7. _____
8. Total tax due ( 7% of item 7 )	8. _____
9. Penalty ( See instructions on reverse side )	9. _____
10. Interest ( See instructions on reserve side)	10. _____
<b>11. TOTAL AMOUNT DUE AND PAYABLE (item 8 and item 9 and item 10)</b>	<b>11. _____</b>

I declare under penalties prescribed in Section 9 of the City of Canton Ordinance No. 2009-02 for hotel occupancy tax that the information provided in this return is correct to the best of my knowledge.

Make the amount of Item 11 payable to: **Canton Visitors Bureau** Sign here: Duly authorized agent

Mail to: **Canton Visitors Bureau**  
**290 E. Tyler St.**  
**Canton, TX 75103**

\_\_\_\_\_  
Date: \_\_\_\_\_

Tax may be paid at Old City Hall, 290 E. Tyler Street between 8:00 a.m. and 5:00 p.m. Monday – Friday. If you need assistance with this form or have questions about the Hotel Occupancy Tax, please call 903-567-1851 or come by the Canton Visitors Bureau office at 290 E. Tyler Street (Old City Hall) during the same business hours.

For simplification, we have re-worked this report to follow the State of Texas report as closely as possible.

## General Information

### Who must file:

- 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, bed & breakfast, or other lodging located within the incorporated city limits of Canton, Texas or within one mile from the incorporated city limits of Canton, Texas.
- Complete and detailed records must be kept of all receipts reported and exemptions or reimbursements claimed so that records can be verified by a city auditor.
- **Failure to file this report and pay applicable tax may result in collection action as prescribed by City Ordinance Section 9, Section 10 and Section 11.**

### When to file:

- Reports must be filed on or before the last day of the month following the reporting period.
- Reporting periods are: 1<sup>st</sup> Quarter – January, February, March – due April 30th; 2<sup>nd</sup> Quarter – April, May, June – due July 31st; 3<sup>rd</sup> Quarter – July, August, September – due October 31<sup>st</sup>; 4<sup>th</sup> Quarter – October, November, December – due January 31<sup>st</sup>.
- **Reports must be filed for every period even if you have no amounts subject to tax or no tax due. Enter zero.**

### Where to pay:

- Your payments can still be made by mail at Canton Visitors Bureau, 290 E. Tyler St., Canton, TX 75103
- Or in person at CEDC/CVB Office at 290 E. Tyler St., Canton, TX 75103

### For Assistance:

- Call Grace Richardson at the Canton Visitors Bureau/Hotel Occupancy Tax Collection Department at 903-567-1849
- Email grichardson@cantontex.com
- Or come by the office located at 290 E. Tyler St, Canton, Texas in the Old City Hall.
- We will be glad to help you with your report.

## SPECIFIC INSTRUCTIONS

- **Item a.** – Enter your taxpayer number issued to you by the Comptroller of the State of Texas. If there has been a change in ownership, the new owner must apply for a new taxpayer number by completing a TEXAS HOTEL OCCUPANCY TAX QUESTIONNAIRE for each business location.
- **Item b.** – Enter the year of this reporting period and circle the Quarter that you are reporting.
- **Item c.** – Enter the due date for this report. See “When to File” above.
- **Item d.** – Enter the name and mailing address of the owner of the lodging.
- **Item e.** – Enter any closing dates and locations of and lodging that have closed since the last reporting period.

**Item 1-3** – Enter the number of rooms, trade name, location address (including city, state and zip code) and location number assigned by the Comptroller of the State of Texas for each location reporting. If the number has not been assigned or is not known, leave blank. If you are reporting for a new location, enter the starting date of operation and number of rental rooms for the location.

*Note: If additional space is needed to list all locations, please attach a sheet of paper with required information for each location.*

**Item 4** – Enter the total amount of room receipts for the location shown. Enter “0” if no receipts were collected.

**Item 5** – Enter the amount of TAXABLE receipts for the location show. Enter “0” if no receipts were collected.

Note: The following are exceptions to the tax:

Use or possession of a room for at least 30 consecutive days as a permanent residence with no interruption of payment for the period; or

- Use by a State of Texas official presenting a hotel tax exemption card.

**Note:** Subtract the total amount of exemptions from the TOTAL RECEIPTS (Item 4) and enter the result in TAXABLE RECEIPTS (Item 5). **If you have no taxable receipts to report, enter “0”. DO NOT ENTER EXEMPTIONS/DEDUCTIONS ON THIS REPORT.**

**Item 6** – Enter the combined total of all total room receipts show in Item 4 of this report and all room receipts shown on all supplemental attachments for the reporting period. Enter “0” if no receipts were collected for this reporting period.

**Item 7** – Enter the combined total of all taxable room receipts shown in Item 5 of this report and all taxable room receipts from all supplemental attachments for the reporting period. Enter “0” if no receipts were collected for this reporting period.

**Item 9 – Penalty** - If report is filed or tax is paid after the due date, enter penalty. If 1-30 days late, enter 5% of Item 8. If 31-60 days late, enter 10% of Item 8. Minimum penalty \$1. If you are paying your tax on or before the due date – enter zero.

**Item 10 Interest** – If any tax is unpaid 61 days after the due date, enter interest on the amount of Item 8. Calculate interest at the rate of 10% per annum beginning from date due. If you are paying your tax on or before the due date – enter zero.

**Item 11**- Total of Items 8, Item 9 and Item 10. This is the amount due. Make checks or money order payable to Canton Visitors Bureau and mail or bring payment to 290 E. Tyler St., Canton, TX 75103.

**ALL RETURNS ARE SUBJECT TO AUDIT.**