

Instructions for Completing the Town of Flower Mound Hotel Occupancy Tax Report

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, or bed and breakfast within the Town or ETJ of the Town of Flower Mound.
- Complete and detailed records must be kept of all receipts reported and exemptions or reimbursements claimed so that reports can be verified.
- Failure to file this report and pay applicable tax may result in penalties as prescribed by Chapter 62, Article IV, Sections 100-108 of the Town of Flower Mound's Code of Ordinances.

When to File:

- The report and appropriate tax payment are due on the 15th day of the month following each month in which the tax is earned.
- Reports must be filed for every month even if you have no amount subject to tax or no tax due.
- If the due date falls on a Saturday, Sunday or Town holiday, the next business day will be the due date.

For Assistance:

- Call 972-874-6000 with any questions. To obtain a Hotel Occupancy Tax Report go to www.flower-mound.com.

Specific Instructions

- Item 1** Enter the trade name contact person.
- Item 2** Enter the filing period of the report (the month).
- Item 3** Enter the mailing address (including city, state and zip code).
- Item 4** Enter the physical address of the business (including city, state and zip code).
- Item 5** Enter phone numbers, email addresses and additional contact persons, etc. so that you may be contacted if needed.
- Item 6** Enter the total amount of room receipts for the physical location shown. Enter "0" if no receipts were collected.
- Item 7** Enter the total exemptions as a negative number. *Exemptions must be detailed on the Hotel Occupancy Tax Exemptions Form and attached to this report.*
- *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 U.S. Federal Government Employee traveling on official business; or*
 - *Use by Diplomatic Personnel with a Tax Exemption Card; or*
 - *Use by a State of Texas official presenting a hotel tax exemption card. (See Rule 3.161.) State government agencies and their employees (except those state employees with hotel tax photo ID cards) may NOT claim an exemption for hotel tax.*
- Item 8** The form will automatically calculate the total taxable receipts based on the information entered in Item 6 and 7.
- Item 9** Local Hotel Tax Rate - 7%
- Item 10** The form will automatically calculate the total local hotel tax due based.
- Item 11** Discount Percentage - 1%
- Item 12** If the report is filed and the tax paid on or before the due date, enter a discount of one percent (.01) of Item 10. The form will not automatically calculate this. Enter as a negative number.
- Item 13** The form will automatically calculate the total tax due after discount.
- Item 14** Penalty Percentage – 15%
- Item 15** If the tax is not paid by the 25th day of the month following the month in which the tax is earned, add 15% to item 10. The form will not automatically calculate this. Enter as a positive number.
- Item 16** The form will automatically calculate the total amount due and payable. Based on the discount or penalty.



Town of Flower Mound Hotel Occupancy Tax Report

1. Business Name:	2. Report Filing Period (Month & Year)
3. Mailing Address:	4. Physical Address:
5. Additional Information (Phone Numbers, Email Addresses, Additional Contracts, Etc....)	

6. Total Receipts:	
7. Total Exemptions (Enter as a negative amount):	
8. Total Taxable Receipts (Item #6 minus Item #7):	
9. Local Hotel Tax Rate	
10. Total Hotel Tax Due (7% of Item #8):	
11. Discount Percentage	
12. Discount (If paid on time, 1% of Total Hotel Tax Due - Item #10) Form will not automatically calculate. Enter as a negative amount:	
13. Tax Due after Discount (Item #10 minus Item #12):	
14. Penalty Percentage	
15. Penalty (If not paid by the 25th day of the following month 15% of Item #10) Form will not automatically calculate. Enter as a positive amount:	
16. Total Amount Due and Payable (Item #13 or Item #10 plus Item #15): A report must be filed even if no tax is due.	

Hotel Tax Payable Instructions	Contact Us:
Make payable and mail to: Town of Flower Mound Financial Services Department 2121 Cross Timbers Road Flower Mound, TX 75028	(972) 974-6000 Forms and instructions are available online at: www.flower-mound.com

I declare that the information in this document and any attachments is true and correct to the best of my knowledge and belief. In addition, the tax remitted and paid to the Town with this report was collected pursuant to the requirements of Chapter 62, Section 62-103, Flower Mound Municipal Code, as amended.

Sign Here > <i>Duly Authorized Agent</i>	
Print Name & Title Here>	Date: