



HOTEL OCCUPANCY TAX REPORT

Report Filing Period

Year: _____

- Jan, Feb, Mar _____
- Apr, May, Jun _____
- Jul, Aug, Sep _____
- Oct, Nov, Dec _____

1. Hotel/Property Name: _____
2. Owner Name: _____
3. Hotel/Property Address: _____
4. Mailing Address: _____

5	Total Room Receipts	
6	Total Taxable Receipts	
7	Total Tax Due (7% of Line 6)	
8	Late Fee (10% After Due Date)	
9	Penalty Fee (Additional 5% After 60 Days)	
10	Interest (10% per Annum 30 Days After Due Date)	
11	Total Due / Payable (Line 7 + 8-10 if applicable)	

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.

Furthermore, I declare that this reporting period has been reported to the State of Texas Comptroller.

Duly Authorized Agent	
Printed Name & Title:	
Signature:	Date:
Contact Number:	Email:
Make the Amount Due on Line 11 Payable to: The City of Freeport	
<i>Mail Reports & Check to:</i> The City of Freeport Attn: Finance Director 1201 N Avenue H Freeport, TX 77541	

INSTRUCTIONS FOR COMPLETING THE CITY OF FREEPORT HOTEL OCCUPANCY TAX REPORT

General Instructions

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/short-term rental property in the City of Freeport. Failure to file this report and pay applicable tax may result in fines / penalties as prescribed by City Ordinance No. 2024-2729, 05/06/2024.

When to File: Reports must be filed or postmarked by the last day of the month following each calendar quarterly period. If due date falls on a Saturday, Sunday or city holiday, the next business date will be the due date.

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

For Assistance: Call the Finance Department at (979) 233-3526 or email: finance@freeport.tx.us

Form: Available for download on the Finance Department Webpage at: www.freeporttx.gov

Payment Options: The City of Freeport does not have an online payment option at this time. You may mail your check as stated on page 1. Or, if you would prefer to pay via ACH, reach out to the Finance Department.

Specific Instructions

- Line 05** Enter amount reported to the State of Texas Comptroller
- Line 06** Enter TAXABLE amount reported to the State of Texas Comptroller
- Line 07** Multiply Line 7 by .07 (7%)
- Line 08** If filed or paid after the due date, enter penalty, calculate 10% of Line 7
- Line 09** If filed or paid after 61 days, enter additional penalty, calculate 5% of Line 7
- Line 10** If any tax is unpaid 30 days after due date, enter interest, calculate 10% of Line 7
- Line 11** Calculate the sum of Lines 7-10, this is the payable amount due to the City of Freeport