



# HOTEL OCCUPANCY TAX REPORT

27424 Robinson Road, Oak Ridge North, Texas. 77385

Hotel Name:

**Report Filling Period**

Owner Name:

**Year**

Hotel Address:

Jan, Feb, Mar

Apr, May, Jun

Mailing Address:

Jul, Aug, Sep

Contact Email Address:

Oct, Nov, Dec

I declare I did not have any taxable receipts.

Send supporting documentation for any exemptions claimed with your remittance.

1	Total Room Receipts	
2	Less Tax Exemptions	
3	Total Taxable Receipts	
4	Total Tax Due (7% of Line 3)	
5	Penalty (if applicable)	
6	Interest (if applicable)	
7	Total Due/Payable (line4+5+6)	

## **DULY AUTHORIZED AGENT**

Printed Name & Title:

Signature:

Contact Number:

Email:

Date:

Remit to: The City of Oak Ridge North - Attn: ORN Finance Director  
27424 Robinson Rd. Oak Ridge North, TX. 77385

We accept checks, money orders, credit cards. you can set up online payment [HERE](#) or call 281.292.4648 to pay by phone

Note: credit card fee is 3% | Phone: 281.292.4648 | email: [emccoin@oakridgenorth.com](mailto:emccoin@oakridgenorth.com)

# INSTRUCTIONS FOR COMPLETING THE CITY OF OAK RIDGE NORTH HOTEL OCCUPANCY 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 in the City of Oak Ridge North. Failure to file this report and pay applicable tax may result in fines / penalties as prescribed by City Ordinance No. 11-2024, 06/24/2024.

**When to File:** Reports must be filed or postmarked by the 20<sup>th</sup> day of the month following the reporting 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 records must be kept of all receipts reported and exemptions claimed in the event of an audit by the City.

**For Assistance:** Call 281.292.4684 or email [emccoin@oakridgenorth.com](mailto:emccoin@oakridgenorth.com)

**Form:** Available for download at [www.oakridgenorth.com](http://www.oakridgenorth.com)

## Specific Instructions

- |         |   |
|---------|---|
| Line 01 | Enter amount reported to State of Texas   |
| Line 02 | Enter Exemption amount, attach Tax Exempt Certificate   |
| Line 03 | Enter TAXABLE amount (line x minus line 6)  |
| Line 04 | Multiply Line 7 by .07  |
| Line 05 | If filed or paid after the due date, enter penalty: 1-30 days late, calculate 10% of line 7. 31-60 days late, calculate 10% of line 7 |
| Line 06 | If any tax is unpaid 61 days after due date, calculate 10% of line 7 plus 4.25% interest.   |

## The Following are Exempt from Local Hotel Occupancy Tax

1. U.S. Government Agencies
2. Military Personnel
3. State of Texas Agency, Institution, Board or Commission Members
4. Diplomatic Personnel with a Tax Exemption Card
5. Occupants whose use or possession extends thirty (30) days or longer

\*Record exemption number on Tool Tax Exemption report in “Exemption Type” field



**City of Oak Ridge North**  
**Tax Exemption Report**  
 (Attach to Hotel Occupancy Report)

In Date	Out Date	Guest Name(s)	Organization Name	Exemption Type	Total Nights Exempt	Room Rate/Night	Folio Number	Dollar Amount Exempt