



City of Lakeway
Hotel Occupancy Tax Report

Hotel Name: _____

Taxes for Quarter Ending: _____

Computation of Hotel Occupancy Tax Due:

Table with 2 columns: Description and Amount. Rows include Gross Room Receipts (A), Tax Exemptions (B, C, D), Taxable Room Revenue (E), Tax Due (7%) (F), Penalty (15%) (G), Interest (10%) (H), Total Due (F+G+H) (I), Less: 1% Administration reimbursement (4) (J), and Total Due to City (I-J).

I, _____ certify that the above information is true and correct as shown in the records of _____.

(Hotel, Management Company, etc.)

Signature

Title

Telephone Number

Please remit payment to:

City of Lakeway Finance Department
1102 Lohmans Crossing
Lakeway, TX 78734

- (1) Includes US Government Agencies/Employees, State of Texas Officials with a properly issued hotel tax exemption photo identification or card, and foreign diplomats who present a Tax Exempt card issued by the US Department of State. Please maintain copies of the identification cards for back up in your files.
(2) Occupant must (a) inform the hotel prior to the stay of the intent to stay for an extended period of time and (b) reside in the hotel for 30 or more consecutive days. Please maintain a copy of agreement to stay for 30+ nights as back up in your files.
(3) Report & Payment are due on the last day of the month following each quarterly period.
Penalties and Interest
Penalty - 15% of the amount due after the tax has been delinquent for one complete municipal fiscal quarter
Interest - 10% per annum beginning 60 days from the due date
(4) The 1% reimbursement fee shall be forfeited and the total tax collected (I) should be remitted if this report is not filed timely as required.

**City of Lakeway
Report for Tax Exemptions
(Attach to Hotel Occupancy Tax Report)**

Date	Last Name	First Name	Exempt Status*	Check In Date	Check Out Date	Total Nights	Rate	State Exempt	City Exempt	Perm Res Exempt

- *Local City Exemptions:
1. U.S. Federal Government Employee traveling on official business
 2. State of Texas Agency, Institution (excluding State Education institutions), Board or Commission Members
 3. Diplomatic Personnel with Tax Exemption Card
 4. Occupants whose use or possession of room extends 30 days or more.