

City of Canadian

6 Main St. - Canadian, TX 79014 - (806)323-6473 - FAX (806)323-5398

Hotel Occupancy Tax Report

PLEASE READ INSTRUCTIONS

NAME OF BUSINESS	
MAILING ADDRESS	
STREET ADDRESS	
QUARTER ENDING DATE (CIRCLE ONE): 3-31, 6-30, 9-30, 12-31	YEAR:
1. GROSS RECEIPTS: ROOM OCCUPANCY	\$
2. LESS DEDUCTIONS	\$
3. ADJUSTED GROSS RECEIPTS	\$
4. TOTAL COLLECTED (7% OF ITEM 3)	\$
5. LESS 1% OF TAX COLLECTED	\$
6. LATE FILING PENALTY FEE (SEE INSTRUCTIONS)	\$
7. AMOUNT DUE AND PAYABLE	\$

I, the undersigned, do solemnly swear under the penalties described in Ordinance 371 and 438 of the City of Canadian, Texas, that this information in this document is true and correct, as attested by my signature below.

Taxpayer Signature or Authorized Agent	Title	Date

Make amount in Item 7 payable to the address above.

INSTRUCTIONS FOR COMPLETING HOTEL OCCUPANCY TAX REPORT

WHO MUST FILE

Every person owning, operating, managing, or controlling any hotel shall collect the tax imposed in Section 11.202 hereof for the City of Canadian, Texas, and may deduct and withhold from their payment to the city, as reimbursement for the cost of collecting the tax, an amount equal to one percent (1%) of the amount of tax collected and required to be reported to the city. (1977 Code of Ordinances, Chapter 5, Article 3, Sec. 5-13)

WHEN TO FILE

- (a) On the last day of the month following each quarter, every person required in Section 11.203 hereof to collect the tax imposed herein shall file a report with the city finance director showing the consideration paid for all sleeping room occupancies in the preceding quarter, the amount of tax collected on such occupancies, and any other information as the finance director may reasonably require. Such person shall pay the tax due on such occupancies at the time of filing such report. (1977 Code of Ordinances, Chapter 5, Article 3, Sec. 5-14)
- (b) At the end of each quarter, each hotel shall provide a copy of the quarterly report filed with the state comptroller to the city. (Ordinance adopting Code)

PENALTIES

If any person required by the provisions of this article to collect the tax imposed herein, or make reports as required herein, and pay to the finance director the tax imposed herein, shall fail to collect such tax, file such report or pay such tax, or if any such person shall file a false report, such person shall be deemed guilty of a misdemeanor and upon conviction shall be punished by a fine in accordance with the general penalty provision set forth in Section 1.109 of this code and shall pay to the finance director the tax due, together with a penalty of five percent (5%) of the tax due for each thirty (30) days that the same is not timely filed. (1977 Code of Ordinances, Chapter 5, Article 3, Sec. 5-16)

WHO TO CONTACT

For assistance, contact Canadian City Hall located at 6 Main Street or you may call

(806)323-6473.

NOTE: If additional forms are needed, you may print them from the City of Canadian's website @ www.cityofcanadiantexas.com. These forms may be duplicated.

VALID RECEIPT

The City of Canadian will validate and return you a copy of this report.

