

City of Galveston - HOT / STR
Attn: Finance Department
PO Box 779
Galveston, TX 77553



(409)797-5195
str@galvestontx.gov
<https://www.galvestontx.gov/rentals>

HOTEL OCCUPANCY TAX COLLECTION REPORT

Please print/type all requested information:

Property Address: _____	_____	_____	_____	_____
	Street Address	Unit	Zip Code	GVR
Hotel Name (if applicable): _____				
The GVR is the number assigned to the property during the registration process.				

FILER'S CONTACT INFORMATION:	
Name: _____	Email: _____
Street Address/PO Box: _____	Unit: _____
City/State/Zip: _____	Phone: _____

Payment is due on the 20th of the month following the reporting period. Postmark determines compliance.

Reporting for: Month or Quarter ending: _____ Filing Date: _____

- 1. Total revenue from room rentals, cleaning fees, linen fees, pet fees, etc. \$ _____
- 2. Allowable deductions: Federal government employees and 30+ day rentals \$ _____

NOTE: Exception Certificates and long-term rental agreements must be kept on file and available upon request.

- 3. Taxable receipts (Line 1 subtract Line 2) \$ _____
- 4. Tax Due (9% of Line 3) \$ _____

Penalties:

- a. Add 5% of tax due (Line 4) if payment is 1 to 30 days late \$ _____
- OR**
- b. Add 10% of tax due (Line 4) if payment is 31 to 60 days late \$ _____
- OR**
- c. Add 15% of tax due (Line 4) if payment is 60+ days late \$ _____

NOTE: If 61+ days past due, add interest as shown below:

- 5. Interest: Multiply tax due (Line 4) by .10 and by the number of days past 60 and divide by 365 \$ _____
- 6. Total tax due (Add line 4, a, b, c, 5) \$ _____

For assistance calculating penalties and/or interest, contact str@galvestontx.gov or (409) 797-5195.

Make checks payable to City of Galveston – HOT and mail to address at top of form.

NOTE: A report must be filed whether tax is due or not.