

INSTRUCTIONS AND CLARIFICATIONS FOR COMPLETING HOTEL TAX REMITTANCE FORM

Block No.	Explanation
2	This amount is the number of rooms contracted by the airlines and other individual companies for a minimum of thirty days. Guests who occupy a hotel room for 30 consecutive days will qualify for an exemption from tax as permanent residents. There must be no interruption of payment during that period.
31	Guests who notify the hotel, upon arrival, of their intentions to stay 30 consecutive days will be exempt from the beginning of their stay. Guests who do not advise the hotel upon arrival that they intend to stay 30 consecutive days must pay the tax for the first 30 days. Thereafter, they will be exempt. These occupants are referred to as permanent residents.
3	Add block 1 and block 2.
4,5	This block should reflect the low to high range for the month.
16,17,18	This amount should only include gross sleeping room revenue relating to the month being reported and should not include any adjustments for prior months. All prior month adjustments must be reported on lines 2a and 2b.
*16 (a)	This amount should include revenue relating to "Package Deals". If a hotel includes meals, drinks, admission to tourist attractions, or any other unrelated benefit in the charge for lodging, hotel occupancy tax must be paid on the entire amount. Only if these charges are separately stated on the bill to the customer may they be deducted from the amount subject to tax.
(b)	This amount should be the total gross sleeping room revenue and package deal revenue.
19,20,21	Credit for bad debts may only be taken if the 6% tax was actually remitted to the city in a prior month. It is assumed that gross room revenue on line 1, Box 16 and 17 includes actual receipts (cash, check or credit card) and not billed charges, which have not been received. Bad debt write-offs are assumed to be a result of non-collectible checks or credit card charges. Amounts should reflect the total sleeping room written off, not the tax amount.
22,23,24	Describe below the nature of any other adjustments claimed. Adjustments can be additions or subtractions from the gross room revenue received and may include corrections of errors in prior reports. Amounts should reflect the total sleeping revenue written off, not the tax amount.
34	Only Federal Government employees traveling on official business are exempt from payment of the city hotel occupancy tax. Employees or members of religious, charitable, educational or fraternal organizations cannot be granted exemption from the city tax.
41	This block should calculate to zero (0).
43	Block 40 times 7% (Effective October 1, 2014).
44	Parties collecting the subject tax are authorized to deduct and withhold from the parties' payment to the city, as reimbursement for the cost of collecting the tax, one (1) per cent of the amount collected. The one (1) per cent cannot be retained by the parties if they fail to pay the tax or file the reports as required by Chapter 21, Article II, Selections 21-20 through 21-27 of the Grapevine Code.
45	Parties who fail to remit the tax within the time required shall forfeit five (5) per cent of the amount due as a penalty and after the first thirty (30) days shall forfeit and additional five (5) per cent of such tax. Delinquent taxes shall draw interest at the rate of six (6) per cent annum beginning sixty (60) days from the date due.
*	Additional Information requested see attached.

Line 2 – Explanation of other adjustments. Report preparer should provide the adequate explanation of other adjustments included in blocks 22, 23, and 24.
