



**CITY OF BOERNE  
HOTEL OCCUPANCY TAX RETURN  
MONTHLY FILERS**

**TAX REMITTANCE INFORMATION**

Every person providing transient lodging for remuneration must collect a tax of seven percent (7%) on the rent paid, unless the lodger qualifies for an allowable term or personal status exemption. All allowable term and personal status exemptions for the local Hotel Occupancy Tax are presented on the reverse of this return form. The Hotel Occupancy Tax is due and payable to the City monthly, on or before the 20<sup>th</sup> day of the month next succeeding the monthly period in which the Tax was collected. If the due date falls on a weekend or observed holiday, the next business day will be the due date. For failure to pay by the due date, the lodging provider is subject to paying a penalty on the Tax due. The penalty is 5 percent (5%) of the amount of tax due if paid after the due date. The penalty is ten percent (10%) of the amount of tax due if paid thirty (30) days after the due date.

**LODGING ESTABLISHMENT INFORMATION**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Number of Rooms: \_\_\_\_\_ Occupancy Rate (%): \_\_\_\_\_ Reporting Period: \_\_\_\_\_  
(MONTH ENDING)

- 1. Gross rent paid for lodging \$ \_\_\_\_\_
- 2. Exempt rent
  - a. Term exempt \$ \_\_\_\_\_
  - b. Personal status exempt \$ \_\_\_\_\_
  - Total exempt rent (add Lines 2a and 2b) \$( \_\_\_\_\_ )
- 3. Net taxable rent (subtract Line 2 from Line 1) \$ \_\_\_\_\_
- 4. Gross Tax Due (7% of Line 3) \$ \_\_\_\_\_
- 5. Late Payment Penalty (as outlined above) \$ \_\_\_\_\_
- TOTAL AMOUNT DUE TO CITY OF BOERNE \$ \_\_\_\_\_

I declare under penalties prescribed that the information provided in this return is true and correct to the best of my knowledge.

Printed Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit form with payment to: City of Boerne, 447 N. Main (in person), or PO Box 1677 (via mail), Boerne, Texas 78006.  
Please retain a copy for your records.

For further information on the City of Boerne's Hotel Occupancy Tax, please visit [ci.boerne.tx.us](http://ci.boerne.tx.us), or call (830) 249-9511.

(PLEASE SEE REVERSE FOR ALLOWABLE EXEMPTIONS)

Note: City of Boerne hotel occupancy exemptions are the same as those allowed by the State of Texas. **Only exemptions granted by the City of Boerne will be honored, and taxes must be paid on all other receipts.** Exemptions granted by the City of Boerne are listed below. Tax Exemption Certificates (Texas Comptroller of Public Accounts Form 12-302) are available at the below website.

The following information is included as a guideline only for determining rent excepted from the local Hotel Occupancy Tax. Tax exempt status may be verified online at: [www.window.state.tx.us/taxinfo/hotel](http://www.window.state.tx.us/taxinfo/hotel) or by calling the Comptroller's Office at (800) 252-5555.

**Local Hotel Occupancy Tax (HOT) Exemptions** *Rent for guest rooms contracted and paid for directly by any of the below described entities would be exempt from local hotel occupancy tax.*

TERM EXEMPTIONS	Description	Necessary Documentation
Permanent residents	After becoming a permanent resident (either after 30 continuous days occupancy, or upon notifying lodging provider in writing of intent to occupy a room for longer than 30 continuous days and then proceeding to do so), guests are exempted from the HOT. A guest who expresses intent and stays > 30 days is excepted from the tax as of the date of notification of intent in writing to the lodging provider.	<ul style="list-style-type: none"> <li>• Written notification of intent to stay &gt;30 continuous days with actual stay of &gt;30 consecutive days; or</li> <li>• Continuous stay of &gt;30 days <i>HOT to be collected for days one (1) through 30 unless there is a written intent to stay for &gt; 30 days by the lodger. If stay is interrupted, occupancy taxes must be paid.</i></li> </ul>
<b>PERSONAL STATUS EXEMPTIONS</b>		
Federal government, its officers or employees	Includes the American Red Cross, federally-chartered credit unions and regional home loan banks. Must be on official government business.	<ul style="list-style-type: none"> <li>• Provide official identification</li> <li>• Complete Tax Exemption Certificate</li> </ul>
Military Personnel	Must be on official military business.	<ul style="list-style-type: none"> <li>• Provide official identification</li> <li>• Complete Tax Exemption Certificate</li> </ul>
State of Texas, or an agency, institution (excluding state education institutions), board or commission of the State of Texas and their officers or employees.	Must be on official State of Texas business.	<ul style="list-style-type: none"> <li>• Provide photo identification showing HOT Exemption or other documents indicating exemption</li> <li>• Complete Tax Exemption Certificate</li> </ul>
Foreign sovereigns/diplomats		<ul style="list-style-type: none"> <li>• Provide Tax Exemption Card issued by the United States Department of State</li> <li>• Complete Tax Exemption Certificate</li> </ul>