

**Ronnie Keister**  
**Lubbock County Tax Assessor-Collector**  
**916 Main Street - Suite 102**  
**Lubbock, TX 79401**  
**806-775-1348**  
[VenueTax@lubbockcounty.gov](mailto:VenueTax@lubbockcounty.gov)  
**Hotel Occupancy Tax Remittance Form**

Hotel Name \_\_\_\_\_ Contact Person \_\_\_\_\_  
Address \_\_\_\_\_ Telephone # \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_ TIN \_\_\_\_\_

Report for \_\_\_\_\_  
**Month Year OR Quarter Year**

Total Room Receipts \_\_\_\_\_

Exceptions \_\_\_\_\_

Total Taxable Receipts \_\_\_\_\_

Tax Due at 2% \_\_\_\_\_

1% Reimbursement for  
Collection Cost when  
filed and paid on time\* \_\_\_\_\_

Penalty 5%\*\* \_\_\_\_\_

Interest 10%\*\*\* \_\_\_\_\_

Amount Due \_\_\_\_\_

Each calendar month is a reporting period and the taxes imposed are due and payable to the County on or before the last day of the month following the end of each calendar month.

If a hotel owner owes less than \$500 for a calendar month or \$1,500 for a calendar quarter, the taxpayer qualifies as a quarterly filer having a reporting period of a calendar quarter and the taxes are due and payable on the 20th day after the end of the calendar quarter.

**\*If payment is reported on or before the 20th of the month following month reporting, the hotel owner may deduct and withhold 1% of the tax due at 2% (Ex: If 2% tax due is \$100.00, the 1% being withheld would be \$1.00 so total amount to be remitted would be \$99.00.)**

**\*\*A hotel owner who fails to report or fails to pay the hotel occupancy tax shall pay a 5% penalty of the amount due by the 30th of the month following. After 30 days of initial due date, an additional 5% penalty will be assessed of the amount due.**

**\*\*\*Delinquent taxes and accrued penalties draw interest at the rate of 10% per annum beginning 60 days after the tax was due. Interest will be calculated from total amount due which includes penalty fees.**

THE HOTEL OCCUPANCY TAX REMITTED AND PAID TO LUBBOCK COUNTY WITH THIS REPORT WAS COLLECTED PURSUANT TO THE REQUIREMENTS OF THE ORDER IMPOSING THE HOTEL OCCUPANCY TAX BY THE LUBBOCK COUNTY COMMISSIONERS COURT.

Revised 12/19/2022

\_\_\_\_\_  
Signature of Owner/Remitter

\_\_\_\_\_  
Date