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# BRAZOS COUNTY
# HOTEL OCCUPANCY TAX REPORT

***(A)***

**Report Period** Month Ending 1/31/2026 **State Taxpayer #**

***(B)***

| | |
|---|---|
| **Property Name:** | |
| **Property Address:** | |
| **Taxpayer Name (If Different):** | |
| **Mailing Address (If Different):** | |
| **Property Phone:** | **Email:** |
| **Check box for new address or contact info** ☐ | |
| **Check box for Final Payment** ☐ | |
| **Check box for New Property** ☐ | |
| **Check box for Amended Report** ☐ | |

***(C)***

| | | |
|---|---|---|
| 1 | Gross Receipts | $ 0.00 |
| 2 | Total Exemptions Claimed | $ 0.00 |
| 3 | Total Taxable Receipts | $ 0.00 |
| 4 | 2% | $ 0.00 |
| 5 | 0.75% | $ 0.00 |
| 6 | **Total Tax Due (2.75%)** | **$ 0.00** |
| 7a | 5% Penalty (Check box if past Due Date) ☐ | $ 0.00 |
| 7b | Additional 5% Penalty (Check box if 30 days past Due Date) ☐ | $ 0.00 |
| 7c | Interest Beginning 60 Days After Due Date 10% per year | |
| 8 | **Total Due** | **$ 0.00** |

***(D)*** **STATEMENT** *Please read the following carefully, then sign and date where indicated.*

"I declare, under penalties prescribed in Brazos County Order 13-005, that the information contained in this document is true and correct to the best of my knowledge and belief. "

Print Name ____________________ Phone ____________________

Signature ____________________ Date 08/06/2026

**PAYMENT**

Payment is due on or before the last day of the following month.

| **Please remit the following:** | **Note:** | | **Remit Payment and Report to:** |
|---|---|---|---|
| (1) The amount due in the form of a check or money order.<br>(2) An original of this report. | A penalty will be assessed if **postmarked** after the due date. | Payments less than $1,500 a quarter can be remitted quarterly. | Brazos County, Texas<br>Treasurer's Office<br>200 S Texas Ave, Suite 240<br>Bryan, TX 77803 |

Please direct all questions to Treasurer@Brazoscountytx.gov or (979) 361-4340.

Updated 01/2026

# BRAZOS COUNTY
# HOTEL OCCUPANCY TAX REPORT
# MULTIPLE PROPERTIES SUPPLEMENT

**Report Period** Month Ending 1/31/2026 **State Taxpayer #**

| Property Name | Property Address | Gross Receipts | Total Exemptions | Total Taxable Receipts |
|---|---|---|---|---|
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | **TOTAL** | **0.00** | **0.00** | **0.00** |

## FORM INSTRUCTIONS

*Denotes fields that may populate automatically when using a fillable version of this form.

**(A) REPORTING PERIOD**: Determined by the amount of tax due. A hotel that owes less than $500 for each calendar month or $1,500 for a calendar quarter shall report and remit on the last day of the month following the end of the quarter. Hotels that remit more than $1,500 a quarter must file monthly tax returns by the last day of the following month. If the Hotel reports monthly, select "Month Ending" and select the last day of the month. If the Hotel reports quarterly, select "Quarter Ending" and the last day of the quarter.
**STATE TAXPAYER #**: The taxpayer number assigned by the state. If you do not have a State Taxpayer Number, input your TIN.

**(B) PROPERTY NAME and PROPERTY ADDRES**S: The DBA OR RENTAL NAME. This is the name commonly used in marketing the property; it is not the owner's name or taxpayer name. This is the physical address of the property.
**TAXPAYER NAME and MAILING ADDRESS:** This can be different than the Property Name and Address.

**(C) HOTEL OCCUPANCY TAX CALCULATIONS:**

**(1) GROSS RECEIPTS** for Hotel Occupancy Tax are determined by the State of Texas and are charges for items or services directly related to the rental of a hotel room. Enter GROSS RECEIPTS in line 1. Examples of common taxable room rate items include room rate, and fees for pets, smoking, extra bed, extra person, refrigerator, safe, and cleaning. Others room services may also be taxed per State Tax Code. Personal services such as use of telephone, spa and childcare services are not subject to Hotel Occupancy Tax.
When the bill to the customer is lump sum or not itemized, the entire amount of the bill is subject to Hotel Occupancy Tax. When the bill is itemized showing room charges separate from other package items, only the applicable charges are subject to Hotel Occupancy Tax.
**(2) TOTAL EXEMPTIONS CLAIMED:** Exemptions are determined by the State of Texas. Insert into (2) the total receipts for all sleeping accommodations qualifying for an exemption. If requested, the Texas Comptroller of Public Accounts' FORM 12-302 and a copy of verification documentation from the individual or organization claiming an exemption, should be available for review by Brazos County. Enter the total amount of EXEMPTIONS in (2).
**(3) TAXABLE RECEIPTS:** Subtract qualifying (2) EXEMPTIONS from (1) GROSS RECEIPTS.*
**(4) 2% :** Multiply (3) TOTAL TAXABLE RECEIPTS by 2% TAX RATE. *
**(5) .75% :** Multiply (3) TOTAL TAXABLE RECEIPTS by .75% TAX RATE. *
**(6) TOTAL TAX DUE:** Add (4) 2% and (5) .75%. *
**(7) PENALTY AND INTEREST CHARGES:**
**(7a) PENALTY:** Delinquent taxes are assessed a five percent (5%) penalty on the first day after the DUE DATE. Multiply (6) TOTAL TAX DUE by 5%. On the fillable version, check the box. *
**(7b) ADDITIONAL PENALTY:** Beginning on the 31st day after the DUE DATE, the penalty is an additional five percent (5%). Multiply the(6) TOTAL TAX DUE by 5%. On the fillable version , check the box. *
**(7c) INTEREST:** Delinquent Taxes and penalties begin to accrue interest beginning 60 days after the date on which the tax was due. The rate of interest is ten percent (10%) per year (.0274% per day). Multiply the sum of (6) TOTAL TAX DUE and (7a & 7b) PENALTIES by (.0274%) and the number of days greater than 59 days past the DUE DATE.
**(8) TOTAL DUE:** Add (6) TOTAL TAX DUE, (7a) PENALTY, (7b) ADDITIONAL PENALTY, and (7c) INTEREST. This is the amount that is due to Brazos County. *

**(D) STATEMENT:** This person is responsible for the complete reporting of all receipts and accurate calculations of Hotel Occupancy Tax in Brazos County, including any and all late charges incurred as a result of late payment, and must complete and sign that the report is accurate to the best of his/her knowledge and belief.