



Texas Claim for Refund of <u>State</u> Hotel Occupancy Tax for federal government entities and state agencies that do not use USAS to reimburse employee travel expenses

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Instructions for Completing Claim for Refund of State Hotel Occupancy Tax

General Instructions

Who May File: A United States governmental entity that paid the Texas state hotel occupancy tax directly to the hotel for its employees when they

were conducting official business on behalf of the entity. Federal entities that reimbursed employees for taxes paid by the employ-

ees while traveling may also file a claim.

State agencies, boards, commissions and institutions that do not use the Uniform Statewide Accounting System (USAS) to reimburge ampleuse travel expenses

burse employee travel expenses.

Texas institutions of higher education and their employees traveling on official business are exempted from state hotel tax and

should be providing hotels with an exemption certificate. No refund is available using this form.

When to File: This form may be used to file a refund claim for up to four fiscal quarters within the same fiscal year. You may file only one claim

per fiscal quarter.

For Assistance: Call 1-800-531-5441, ext. 3-4545, or 512-463-4545, or email refund.request@cpa.texas.gov.

Specific Instructions

Item c - Enter the 11-digit taxpayer number assigned by the State of Texas. If you do not have a number assigned by the state, use your Federal Employer Identification (FEI) Number.

- Items d-h Enter your agency name and the complete address of the location filing the claim.
 - Item i Enter the fiscal year during which the hotel occupancy tax was paid. The state's fiscal year is September 1 through August 31.
- Items j-m Darken the box(es) for the appropriate fiscal quarter(s).
- Items 1-4 Enter the cost of hotel rooms (excluding taxes, meals and other services) paid within the city limits of Galveston, Texas, for the applicable fiscal quarter(s) (Dollars and cents).
 - Item 5 Enter the total of hotel room costs paid within the city limits of Galveston, Texas, for the fiscal year covered (add Items 1, 2, 3 and 4) (Dollars and cents).
- Items 6-9 Enter the cost of hotel rooms (excluding taxes, meals and other services) paid within the city limits of South Padre Island, Texas, for the applicable fiscal quarter(s) (Dollars and cents).
 - **Item 10** Enter the total of hotel room costs paid within the city limits of South Padre Island, Texas, for the fiscal year covered (add Items 6, 7, 8 and 9) (Dollars and cents).
- Items 11-14 -Enter the cost of hotel rooms (excluding taxes, meals and other services) paid within the city limits of Port Aransas, Texas, for the applicable fiscal quarter(s) (Dollars and cents).
 - **Item 15** Enter the total of hotel room costs paid within the city limits of Port Aransas, Texas, for the fiscal year covered (add Items 11, 12, 13 and 14) (Dollars and cents).
- Items 16-19 Enter the cost of hotel rooms (excluding taxes, meals and other services) paid within the city limits of Corpus Christi, Texas, for the applicable fiscal quarter(s) (Dollars and cents).
 - Item 20 Enter the total of hotel room costs paid within the city limits of Corpus Christi, Texas, for the fiscal year covered (add Items 16,17, 18 and 19) (Dollars and cents).
- Items 21-24 Enter the cost of hotel rooms (excluding taxes, meals and other services) paid within the city limits of Surfside Beach, Texas, for the applicable fiscal quarter(s) (Dollars and cents).
 - **Item 25** Enter the total of hotel room costs paid within the city limits of Surfside Beach, Texas, for the fiscal year covered (add Items 21, 22, 23 and 24) (Dollars and cents).
- Items 26-29 -Enter the cost of hotel rooms (excluding taxes, meals and other services) paid within the city limits of Quintana, Texas, for the applicable fiscal quarter(s) (Dollars and cents).
 - Item 30 Enter the total of hotel room costs paid within the city limits of Quintana, Texas, for the fiscal year covered (add Items 26, 27, 28 and 29) (Dollars and cents).
- Items 31-34 Enter the total cost of hotel rooms (excluding taxes, meals and other services) paid in all cities, including Galveston, South Padre Island, Port Aransas, Corpus Chrisi, Surside Beach and Quintana, for the applicable fiscal quarter(s) (Dollars and cents).
 - Item 35 Enter the total of all hotel room costs paid in all cities for the fiscal year covered (add Items 31, 32, 33 and 34) (Dollars and cents).
 - **Item 36** Enter the amount of state hotel tax refund requested (multiply the amount in Item 35 by .06000) (Dollars and cents). NOTE: The state tax rate is 6%. The city and/or county where the hotel is located may also impose a local hotel tax. You may contact the appropriate local taxing jurisdiction to request a refund claim form.
 - Item o Darken the "YES" box if you are filing this claim to correct a claim previously filed in error for one or more of the fiscal quarters included in this claim. Darken the "NO" box if this is the only claim filed for all fiscal quarters.