



Hotel/Motel Occupancy Tax Reporting Instructions and Form

The City of Irving Code states that Hotel/Motel taxes are due on the last day of the month following each monthly collection/reporting period.

For example: October's Hotel/Motel tax would be due on Nov. 30. If the due date falls on a weekend then the Hotel/Motel tax would be due the following Monday.

Included with these instructions is the form to be used when filing and/or paying the Hotel/Motel Occupancy tax. Copies of the form can be made. The form must be submitted with each monthly filing and/or payment. Reminders of payment due are not sent out by the City of Irving. The form also is available at www.cityofirving.org/DocumentCenter/View/38956/HotelMotel-Occupancy-Tax-Form-PDF

On or before due date the Hotel/Motel tax form, along with payment, can be mailed or brought to:

City of Irving
Attn: Donna Savala
Finance Department
825 W. Irving Blvd.
Irving, Texas 75060

If the Hotel/Motel tax is filed or paid late there will be Interest due.

Interest calculation:

9% of line 11; divided by 365; times the number of days late

If the Hotel/Motel tax is filed or paid more than one complete municipal fiscal quarter after the due date there is a 15% penalty of line 11 on the form (see table below):

Month Return or Tax Period	Penalty Date
October, November, December	The following April 1
January, February, March	The following July 1
April, May, June	The following October 1
July, August, September	The following January 1

For any questions or more information, call the Financial Services Department at (972) 721-4836.