



## Hotel Occupancy Taxes

Beginning May 1<sup>st</sup>, 2019 per Chapter 22 all Short-Term Rentals are required to register and apply for a Short-Term Rental (STR) Permit with the Town of Addison. Along with registering and applying for a permit, Chapter 74 Tax Ordinance also states Short-Term Rentals are required to pay a hotel occupancy tax every month. The hotel occupancy tax is 7% of taxable revenue. Taxable revenue = Gross revenue – Exemptions.

Forms and payments for hotel occupancy tax are due by the 20<sup>th</sup> of the month. For example, forms and taxes for March revenue are due April 20<sup>th</sup>. If the 20<sup>th</sup> falls on a holiday or weekend it is due on the next business day. Failure by STR owners to make payment will be subject to penalty and interest. Please reference chapter 74 for further information relating to penalties and interest. When submitting the form, please include all documentation to support exemptions claimed. The following exemptions are allowed at the local level: **US federal agencies or foreign diplomats, Texas state government officials and employees, & exempt by other federal or state law**. Please reference the below State Exemption Certificate and Hotel Info Reference for further information.

If there is **no revenue** in the current month, the owner **must still submit a hotel occupancy tax form by the due date**. Payments and documentation can be submitted through Citizen Self Service electronically or by check mailed directly to the address below:

**Finance Department  
5350 Belt Line Road  
Dallas, Texas 75254**

*We accept payments made by credit card or check.*

*Please be aware that hotel tax audits are conducted on **all hotels** and **could** include short-term rentals.*

If you have any questions on hotel occupancy taxes, please contact:

Ashley Boatright  
5350 Belt Line Road  
Dallas, Texas 75254  
[aboatright@addisontx.gov](mailto:aboatright@addisontx.gov)  
(972) 450-7085

*Below are important documents to reference for Hotel Occupancy Taxes:*

[Chapter 74 Tax Ordinance](#)

[Chapter 74 Tax Ordinance Updates - May 1st, 2019](#)

[State Exemption Certificate](#)

- 12-302, Texas Hotel Occupancy Tax Exemption Certificate

[Hotel Info Reference](#)

**FINANCE**

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Addison, TX 75001

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TOGETHER.**