

**Application for
Hotel/Motel Occupancy Tax Payment
Due Date Extension
Due to COVID19**

Using the authority granted under Resolution No. 2020-0021-R, Part 3,
Mayor Timothy Davis is extending the payment deadline for
hotel/motel occupancy tax payments due
to the City of Temple for the months of March, April, May, and June 2020.

Under this extension program, a hotel owing hotel/motel occupancy taxes to the City of Temple may receive an extended payment deadline for **three of the following four months: March, April, May, or June.**

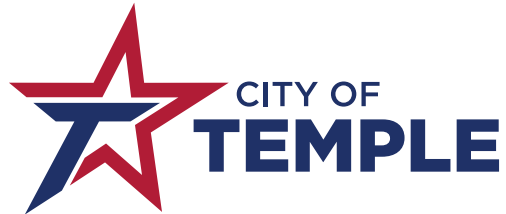
- A hotel desiring to participate in the extension program must
- submit the required report by the normal due date and
 - request an extension of the payment due date

*Payment extension will only be granted
if the report is filed by the normal due date **and** a payment extension is requested and approved.*

The payment deadlines will be extended based on the below table.

| Reporting Period | Due Date | |
|------------------|-----------|-----------|
| | Original | Extended |
| 3/31/2020 | 4/20/2020 | 6/20/2020 |
| 4/30/2020 | 5/20/2020 | 7/20/2020 |
| 5/31/2020 | 6/20/2020 | 8/20/2020 |
| 6/30/2020 | 7/20/2020 | 9/20/2020 |

- A hotel may receive an extension for only three of the four months.
- A hotel who receives a payment extension for the months of March, April, and May will not be eligible to receive an extension in June.
- A hotel who has remitted their hotel/motel occupancy taxes for March will be eligible for a payment extension for the months of April, May, and June.
- A hotel who submits their report by the normal due date, requests and is granted an extension, and makes their payment by the extended due date will not incur late penalties.
- Hotels who have not remitted their hotel/motel occupancy taxes for March must submit their report by May 8, 2020 and request an extension or late penalties will be incurred.



To apply for an extension, please complete the form below and submit to the Finance Department via email to ltye@templetx.gov or fax to 254-298-5466.

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| | | | | |
|------------------------------|--------------|--------------|------------|-------------|
| Hotel name | | | | |
| Address | | | | |
| Owner/Manager Name | | | | |
| Telephone number | | | | |
| Email address | | | | |
| Month(s) applying for | March | April | May | June |
| Signature | | | | |

By signing and submitting this application, you acknowledge the conditions as noted above.

Your completed and signed application will be reviewed by the Finance Department
and you will be notified of the status.