

**INSTRUCTIONS
FOR COMPLETING THE WOODLANDS TOWNSHIP
HOTEL OCCUPANCY TAX REPORT**

GENERAL INSTRUCTIONS

Who Must File: You must file this report if you are a sole owner, partnership, corporation or other organization that owns, operates, manages or controls any hotel/motel or short-term rental in The Woodlands Township. Failure to file this report and pay applicable tax may result in fines/penalties pursuant to Section 11A of Chapter 289, Acts of the 73rd Texas Legislature, Regular Session, 1993, as amended, and Section 11B-1.

When to File: Reports forms and payment must be filed or postmarked by the 20th day of the month following the reporting period. If due date falls on a Saturday, Sunday, or holiday, the next business date will be the due date.

Report Form: Available for download, [Hotel Occupancy Tax Report Form](#) (pdf)

Exemptions: For assistance, please call 281-210-3800

Questions: For assistance regarding local hotel occupancy tax please call 281-210-3800, or email, hoteltax@thewoodlandstowship-tx.gov

For more information about hotel occupancy tax refer to the Texas State Comptroller's website, <https://comptroller.texas.gov/taxes/hotel/>