



Instructions for Completing the Town of Prosper, Texas Hotel Occupancy Tax Report

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 or motel in the Town of Prosper, TX. Complete and detailed records must be kept of all receipts reported and exemptions or reimbursements claimed so that Town representative can verify the reports. Failure to file this report and pay applicable tax may result in penalty and interest late fees Town Ordinance 12-34.

When to file:

The reporting period is for each calendar month or the year. Reports are considered timely if they are postmarked or hand delivered 20 days following the last day of the month. For example, a December report must be either postmarked or hand delivered by January 20th. The report must be filed for every period even if you have no amount subject to tax or no tax due. Enter "0" if no receipts were collected for the reporting period. If the due date falls on a Saturday, Sunday, or Town holiday, the next business day will be the due date.

For assistance:

The Hotel Occupancy Tax Report Form and instructions can be found at www.prospertx.gov. You will find the report, instructions, Town ordinance on hotel taxes, and State of Texas Code on Local Taxation by click on Government, Finance, and then Hotel Occupancy Tax. For all other questions, please email finance@prospertx.gov for assistance. You may also call 972-346-2640 and request to speak to the Finance department.

General Instructions:

Complete an application for the creation of a tax remittance account in conjunction with a certificate of occupancy application. The tax remittance account information is required by Finance for account creation and will require the creation of a user account in our citizen self service portal online. The online user number shall be provided with the tax remittance account information to ensure the appropriate user is associated with the hotel. Hotels will be required to submit a hotel occupancy tax report in conjunction with submitting monthly numbers through the CSS portal. Please type the information on the report and print it before emailing it to the Town along with supporting documentation on exemptions and remittance. Complete all applicable items of the report. You must sign and date the report before emailing it to the Town. If your bank sends your check directly to the Town, you may email your tax report to finance@prospertx.gov. All information must also be entered through the CSS portal.