



FINANCE DEPARTMENT

January 10, 2020

Re: Hotel/Motel Tax Changes Effective January 17, 2020

To Whom It May Concern:

On November 5, 2019, the citizens of the City of Wichita Falls voted to implement an additional hotel occupancy tax equal to two percent (2.00%) for venue projects consisting of the renovation, maintenance and improvement of the Multi-Purpose Event Center (MPEC) and the Performance Hall in Memorial Auditorium. City Council approved the levying of this tax on December 17, 2019.

The new tax rate becomes effective on January 17, 2020.

Due to the passage of Senate Bill 1086, state agencies are prohibited from posting hotel receipts information from a business on a public website. Therefore, per the CFO and Director of Finance, the following items will now be required to turn in monthly with your tax report.

- Average Daily Rate
- Total Number of Rooms Rented
- Monthly Occupancy Rate

This is also in accordance with the City Ordinance Code 1966, § 28-23; Code 2001, § 98-94, Sec. 98-94. - Reports that states, "On the last day of the month, every person required in section 98-93 to collect the tax imposed in this article shall file a report with the director of finance showing the consideration paid for all room occupancies in the preceding month, the amount of the tax collected on such occupancies, and any other information as the director of finance may reasonably require. Such person shall pay the tax due on such occupancies at the time of filing such report."

For your convenience, included with this letter is the new tax reporting form. If you have questions related to payments or the proper tax form submission please contact Susan White, Assistant Director of Finance. For all other hotel related questions please contact Lindsay Barker, Convention and Visitors Bureau Director.

Thank you,

Jessica Williams, MPA, CPFO
Chief Financial Officer & Director of Finance
City of Wichita Falls

CITY OF WICHITA FALLS

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