General Instructions for Reporting Hotel Occupancy Tax Form Online
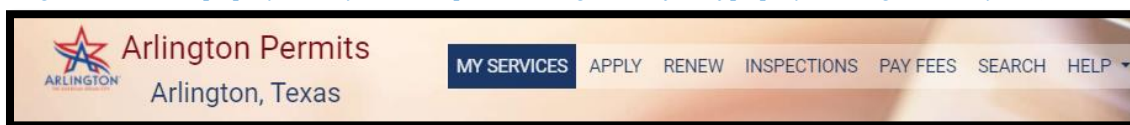
A. Select "MY SERVICES" option at top of screen after logging into Arlington Permit (**https://ap.arlingtontx.gov**). *{Note: Property must be registered as a HOT property in the system. Complete HOT Registration form if property is not registered in system.}*

B. Under "My License and Registration" section, select the Permit Number that corresponds with the HOT property address you would like to report on. *{Note: License Type should say "Hotel Occupancy Tax-HOT First Time Registration" and Status "Active". Reporting will not be available until Registration is in Active Status.}*

C. Scroll down screen to the "HOT Reports" section.

D. Select "HOT Report" that is Open status line to start a new report.
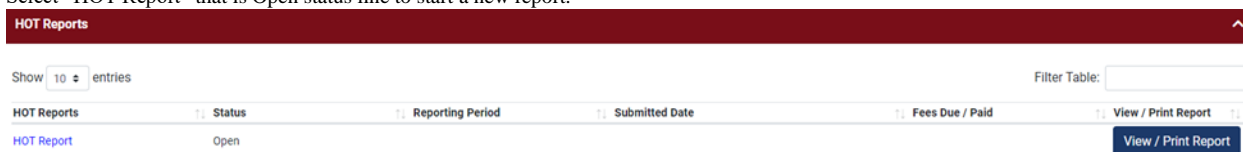
E. Complete HOT Registration Form by entering information in all fields for the reporting period.

      1. Report Type (Select New)
      2. Submit Date (Leave blank. Submit Date will populate when payment is made.)
      3. Reporting Month {Note: To report for the Quarter select the last month of the reporting quarter which should be March, June, September, or December.}
      4. Reporting Year (Enter four-digit year number)
      5. Total Gross Receipts *{All charges for sleeping accommodations including any sleeping accommodations claiming an exemption. (Sum of all rates charged to customer) Do not include charges received from use of meeting rooms and/or banquet space.}*
      6. Federal Employee Exemptions *{Federal government employees travelling on official business.}*
      7. State Exemptions *{Texas state employees who present a state hotel exemption Photo ID, Foreign Diplomats who present a tax exemption card and certain non-profits that have been issued a letter of hotel tax exemption by the Comptroller's office. See EXEMPTIONS page for additional details.}*
      8. Permanent Resident Exemptions *{Any occupant that has paid for a consecutive 30 days or indicated by writing their intent of occupying the sleeping room for a consecutive 30 days.}*
      9. Number of Sleeping Rooms *{Number of rooms available on property for the reporting period.}*
      10. Extended Stay Occupancy *{Number of rooms occupied by permanent residents as of the last day of the reporting period.}*
      11. Owner's Name *(Name of Occupancy Taxpayer)*
      12. Authorized Agent's Name *(Name of person completing HOT report)*
      13. Agent Email *(Email of person completing HOT report)*
      14. Select "Save" button to continue.

F. Scroll down screen to "HOT Reports" section to View and Print Report for the HOT reporting period. *{Note: Status should say "Pending Payment". The View/Print Report option will not be available after payment is processed for the period.}*

      1. Print or Save HOT Report for your records.