



## CITY OF THROCKMORTON

### LODGING PROVIDER REGISTRATION

Every person engaging or about to engage in business as a lodging provider in Throckmorton, Texas shall immediately register with the City Secretary on a form provided by said official. Persons engaged in such business must register not later than thirty (30) days after the date the Hotel Occupancy Tax ordinance becomes effective (August 1, 2013). Such registration shall set forth the name under which such person transacts business or intends to transact business, the location of his place(s) of business and such other information which would facilitate the administration of the tax as prescribed by the City Secretary. The registration shall be signed by the owner if a natural person; by a member in case of ownership by an association or partnership; or by an officer in case of ownership by a corporation. The City Secretary shall, after such registration, issue without charge a certificate of authority to each lodging provider to collect the tax from the occupant. A separate registration shall be required for each place of business of a lodging provider. Each certificate shall state the name and location of the business to which it is applicable.

#### LODGING ESTABLISHMENT INFORMATION:

Lodging Establishment Name: \_\_\_\_\_

Lodging Establishment Location: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Owner Email: \_\_\_\_\_

#### PLEASE COMPLETE IF DIFFERENT FROM ABOVE:

Contact Name & Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit original form to: City of Throckmorton, 116 North Minter, P. O. Box 640, Throckmorton, Texas 76483. Retain a copy for your records. For further information on the City of Throckmorton's Hotel Occupancy Tax, please visit [www.throckmorton.com](http://www.throckmorton.com) and select the H.O.T. tab or contact Judy Jackson 940-849-4411.