

**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 in The Woodlands Township. People leasing their houses must collect hotel occupancy tax from their customers in the same way a hotel or motel collects the tax from its guests. Property management companies, online travel companies, and other third-party rental companies may also be responsible for collecting hotel occupancy tax.

Filing Hotel Occupancy Tax: Every person required to collect hotel occupancy tax must file a report with The Woodlands Township Finance Department showing total room receipts and taxable room receipts. Hotel occupancy tax payments must accompany the filing of the report.

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. A report is required even if no hotel occupancy taxes are collected during the filing period.

Effective January 1, 2026: Option for quarterly reporting of hotel occupancy tax. For qualified quarterly filers your first due date of the calendar year is April 20th. Please refer to page 8 of The Woodlands Township Order Imposing A Hotel Occupancy Tax.

[Order Imposing A Hotel Tax](#)

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

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/>