

Steps to Register- Hotel Occupancy Tax

Dear South Padre Island Owners/Property Managers,

The information listed below will assist you with the registration process for SPI Short Term Rentals (STR) - rentals less than 30 consecutive days.

The City of South Padre Island passed Ordinance 15-03 in 2015 (since updated by Ordinance 17-09). The ordinance requires all property owners advertising their property for rent on a short term basis (less than 30 consecutive days at one time) to register their residential rental unit(s) (house, condo, apartment or bedroom) with the City, **AND** to comply with all applicable laws including the collection and remittance of Hotel Occupancy Tax (HOT). All short term rental (STR) properties and units on South Padre Island must be registered with the City, and the assigned permit number must be listed in all advertisements of the registered property.

The steps below will assist you with the registration of your Short Term Rental unit(s):

(Only do steps 1 & 2 if you are not registered to pay City & State Hotel Occupancy Tax. If you are registered, proceed to step 3 and have your Muni Services account number ready.)

1. **Register** with [Muni Services](#) to pay the City/County HOT (11%):

**If the link doesn't work use the following steps:

www.Revds.com > *For Taxpayers > Document, Forms, etc.* > *Texas > Texas Online Filing & Registration > Online Registration*

After you submit the information, it will take a day or so to receive an email from Muni Services. The email will contain your account number. If you do not receive this email, you should **contact Muni Services directly at (866) 240-3665** to request the account, and/or if you have any questions filling out the online form.

Proceed with step 2- immediately after submitting step 1.

2. Register for a Texas Taxpayer ID. To register, you must fill out the "[Texas Questionnaire for Hotel Occupancy Tax](#)", and send the questionnaire to Austin via USPS to establish an account with the Texas Comptroller's Office to pay the State HOT (6%):

Please fill out the forms and mail them to the address located at the bottom of the first page of the documents. If you have questions filling out the forms, **call (800) 252-1385** for assistance.

Proceed with steps 3-5, as soon as you have the Muni Services account number:

3. Go to the [City website](#) > **search** for your [Cameron County Appraisal District Property ID](#) > Go back to the [City website](#) > Enter the Muni Services account number > Enter the CCAD Property ID > Click search.

Note: You do not need the State of Texas Taxpayer ID to submit the **initial** registration. However, upon annual **renewal** the Taxpayer ID number should be provided because the account to pay State Hotel Tax should have already been established. Filings with the State are either monthly, or quarterly, if you qualify.

4. On the next page, enter all relevant information for the unit you are registering.

Double check all information before you submit, as some owners have entered their home/ mailing address where the (SPI) STR property address should go. Others have misspelled names and/or addresses, so watch out for that to cut down on errors.

If you own/manage more than one property you must obtain permit numbers for each short term rental unit.

5. List the permit number under the description section of **all advertisements** of the property - to be in accordance with South Padre Island City Ordinance 15-03 (since updated by Ordinance 17-09), Article XII, Sec. 11-221(e) which mandates this requirement - with the following sentence: “***This property is registered with the City of South Padre Island Permit No. 201x-xxxxxx***” (Replace “x” with the permit number for the corresponding unit.)

*** IF you were **not** paying City Hotel Occupancy tax prior to April 15, 2015 there will be a \$50 fee for each property registration. An invoice will be issued if you are not sent to checkout screen at the City website. ***

I have attached City Ordinance 15-03 regarding Hotel Occupancy Tax (since updated by Ordinance 17-09), along with Ordinance 16-23 which explains the implementation of the additional 2% Venue tax.

Should you have any questions please do not hesitate to contact me. I am in the office Monday- Friday from 8am-5pm.

Best Regards,

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