



Hotel Occupancy Tax Payment Emergency Deferral + Forgiveness Program

Overview:

The City of Buda has developed a Hotel Occupancy Tax Payment Emergency Deferral + Forgiveness Program to assist hotels within the City of Buda during the COVID-19 pandemic. The program provides limited financial assistance through the deferral and forgiveness of hotel occupancy tax payments to hotels severely impacted as a result of the 'Stay at Home, Work Safe' Order implemented by Hays County and the City of Buda to lessen the impact of COVID-19.

History:

The Buda City Council took measures at the March 20, 2020 City Council meeting to defer hotel occupancy tax payments for March 20, 2020 and April 20, 2020 for 60 days with an effort to support all hotels in good-standing with the City of Buda Hotel Occupancy Tax Fund. The City Council required all hotels applying for deferral to submit a written employee retention plan to receive the 60-day deferral.

The Hotel Occupancy Tax Emergency Deferral + Forgiveness Program provides a 60-day deferral of hotel occupancy tax payments for March 20, 2020 and April 20, 2020, with an additional offering of forgiving up to \$5,000 of deferred hotel occupancy tax payments. This program has an aggregate of \$45,000 available for hotel occupancy tax forgiveness.

Review Process:

Deferral and forgiveness of hotel occupancy tax payments are not automatic, hotels must apply to be eligible. Applications will be accepted now through April 20, 2020 for review by the Department of Tourism to ensure completeness and eligibility. Applicants will be notified of the status of their application within 3-5 days of receipt. **All applications must include a signed W-9 form and any supporting documentation.**

- Separate applications must be submitted for the request of the March 20, 2020 tax payment and the April 20, 2020 tax payment. If an applicant wishes to request forgiveness of up to \$5,000 in deferred tax payments, they must do so in writing in the deferral application.
- Applicants are required to still fill out and submit the City of Buda's Hotel Occupancy Tax Report to document the amount of tax being deferred.



Eligibility and Qualifications:

To keep hotels running through a time of social distancing, the City of Buda has developed a deferral and forgiveness program that can assist hotels that **1) pay hotel occupancy tax to the City of Buda and 2) are in good-standing on HOT payments**. Hotels wishing to apply for the program must meet the following criteria:

Prior to submitting the application, please check that your hotel meets all of the following qualifications:

_____ Collects hotel occupancy tax for the City of Buda

_____ Experienced or projected to experience a decline in revenue between March 1, 2020 and May 31, 2020 as a result of COVID-19 pandemic.

_____ Experienced or projected to experience a decline in employment as a result of the COVID-19 pandemic.

_____ In good standing with the City of Buda with regard to licensing and finance, including being current on sales and use tax payments.

_____ Engaged in activities that are legal under city and state law.

_____ Meet program technical requirements including ability to provide financial records to support request.



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Please complete the information below and submit to the City of Buda Department of Tourism online or via email at lgonzalez@ci.buda.tx.us along with a signed w9 and all supporting documentation.

Applicant Information

Name of Applicant: _____

Name of Business: _____

Business Address: _____

Email: _____ Phone: _____

Name of Business Owners (including investors): _____

Deferral forgiveness requested: ___ YES ___ NO **Amount requested:** _____

Business Disaster/Interruption Insurance: ___ YES ___ NO

Business Impacts

What are the impacts to your business from COVID-19? Please check all that apply.

- ___ Temporary Business Closure
- ___ Permanent Business Closure
- ___ Reduced Hours of Operation
- ___ Employee Layoffs/furloughs
- ___ Restricted access to capital to address costs
- ___ Revenue decline
- ___ Inability to serve customers
- ___ Decreased customers
- ___ Interrupted supply/deliveries from vendors
- ___ Other
- ___ Increased operating costs

Briefly describe the above impacts on your business and attach supporting documentation that you have to support your request. _____



Employees. Please describe how many employees you employed prior to the impact; how many you currently have and how many you anticipate in the future as a result of COVID-19.

	Full Time Employees	Part Time Employees
How many did you have on January 1, 2020		
How many did you have on March 1, 2020?		
How many do you currently have as of application date?		
How many do you anticipate in 30 days from application date?		

Business Revenue.

Current percentage decline in revenue	___ Less than 5%	___ 5-10%	___ 10-25%	___ >25%
Anticipated percentage decline in revenue – 30 days from application	___ Less than 5%	___ 5-10%	___ 10-25%	___ >25%
Anticipated percentage decline in revenue – 60 days from application	___ Less than 5%	___ 5-10%	___ 10-25%	___ >25%

Hotel Occupancy

Average Monthly Occupancy Rate for month applying for March 2019	___ Less than 5%	___ 5-10%	___ 10-25%	___ 25-35%	___ 35-45%	___ 45-55%	___ 55-75%	___ >75%
Average Monthly Occupancy Rate for month applying for March 2020	___ Less than 5%	___ 5-10%	___ 10-25%	___ 25-35%	___ 35-45%	___ 45-55%	___ 55-75%	___ >75%
Anticipated percentage decline in occupancy – 30 days from application	___ Less than 5%	___ 5-10%	___ 10-25%	___ >25%				
Anticipated percentage decline in occupancy – 60 days from application	___ Less than 5%	___ 5-10%	___ 10-25%	___ >25%				

Employee Retention Plan

Please provide information regarding your hotels efforts to retain current employees through the remainder of the COVID-19 impacts and recovery.

(Additional information on employee retention plans and efforts may be attached with this application.)



Required Documents with Application

____ Hotel Occupancy Tax Report Form

____ W9

____ Employee Retention Plan

I certify that all the information provided is true and accurate to the best of my ability and financial information has not been manipulated to exaggerate the financial duress of this business. I understand that the information submitted in this application may require additional supporting documentation to the City of Buda Tourism Department.

I understand that the City of Buda Tourism Department will not accept and/or evaluate incomplete applications.

I understand that the City of Buda Tourism Department may grant or deny applications at its sole discretion.

I understand that my business is not entitled to a grant.

Signature

Date

