

**HOTEL OCCUPANCY TAX USE GUIDELINES UNDER TEXAS STATE LAW
HOUSTON COUNTY HOTEL OCCUPANCY TAX FUND
APPLICATION PROCESS**

By law of the State of Texas (Tax Code 352), the County of Houston collects a Hotel Occupancy Tax (HOT) from hotels, bed & breakfasts, and other lodging facilities which may be used only to directly promote tourism and the convention and hotel industry including examples:

- a) **Advertising, Solicitations and Promotions that Directly Promote Tourism and the Hotel and Convention Industry:** advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to Houston County.
- b) **Promotions of the Arts that Directly Promote Tourism and the Hotel and Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the convention and hotel industry. All forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms will be considered.
- c) **Historical Restoration and Preservation Activities that Directly Promote Tourism and the Hotel and Convention Industry:** historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.
- d) **Sporting Event Expenses that Substantially Increase Economic Activity at Hotels:** expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within Houston County.
- e) **Signage directing tourists to sights and attractions that are visited frequently by hotel guests in Houston County.**

County Policy: The Houston County Commissioners Court accepts applications from groups and businesses whose program fits into one or more of the above categories. All requests for funds should be submitted in writing to Jim Lovell, Houston County Judge, 401 East Goliad, Suite 201, Crockett, Texas 75835, accompanied by the attached application within ninety (90) days of the start date of the event. The application will be reviewed by the Commissioners Court at the earliest possible regularly scheduled meeting. The applicant may be asked to be present at the meeting to answer any questions regarding the application. Applicants will be notified one week prior to the meeting of the time and place for the review.

Eligibility and Priority for Hotel Tax Funds: Events and entities will be eligible for HCHOT funds based on expected overnight visitors to Houston County area hotels. **“Supported with Houston County Hotel Occupancy Funds” must be included on advertisements for the funded event(s).** A link to www.visithoustoncountytexas.com/ is requested to be added to all advertisements for lodging options.

Post Event Report: When/If funds are approved and received by the Applying Entity; a Post Event Report must be submitted to the County Judge’s Office within sixty (60) days after the event. *Failure to submit the Post Event Report may result in ineligibility in future funding from the Houston County Hotel Occupancy Tax.* In addition, receipts are required for all expenditures for the Hotel Occupancy Tax funds and must be submitted with the Post Event Form. If receipts do not accompany the Post Event Form, your entity may be required to reimburse the County for these expenditures.

Questions in regard to the application should be forwarded to the County Judge’s office, 936-544-3255, ext. 221.

**HOUSTON COUNTY
HOTEL OCCUPANCY TAX FUND APPLICATION**

Organization Information

Date of Application: _____

Name of Organization: _____ Date established: _____

Address: _____

City, State, Zip: _____

Contact Name/Title: _____ e-Mail: _____

Contact Phone Number (Day time): _____ (Cell): _____

Web site Address for Event or Sponsoring Entity: _____

Non-Profit or For-Profit status: _____ Tax ID #: _____

Purpose and/or Mission Statement of your Organization:

Event Information

Name of Event or Project: _____

Date(s) of Event or Project: _____ *(Schedule of Events/Itinerary Must Be Attached)*

Primary Location of Event or Project: _____

Primary Purpose of Funded Event or Project: _____

How many years have you held this event?: _____ Expected attendance: _____

How many people attending the event/project will use Houston County hotels (estimate)? _____

Funding Request

Amount requested: \$ _____

Provide a specific line item description and amount of exact use of funds being requested. Total should match amount being requested (if more space is needed, please use attachments). Receipts are required for all expenditures for the Hotel Occupancy Tax funds and must be submitted with the Post Event Form. If receipts do not accompany the Post Event Form, your entity may be required to reimburse the County for these expenditures.

Amount	Line Item
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

Required Attachments Checklist:

_____ Form W-9

****If payment is made directly to applicant, the application will not be considered without it****

_____ List of current Board of Directors with complete contact information

_____ Schedule of Events/Itinerary

_____ Any other information you feel will support your application

Please submit within ninety (90) days of the start date of the event:

Jim L. Lovell
County Judge
County of Houston
401 East Goliad Avenue, Suite 201
Crockett, Texas 75835
Fax: 936-544-8053

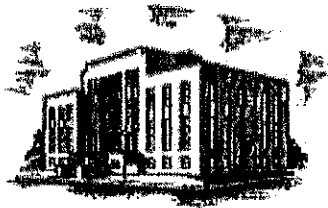
APPLICANT CERTIFICATION

I hereby certify and affirm that (1) I have read the entire information in this application packet and understand and will comply with all provisions therein; that (2) I will abide by all relevant local, state and federal laws/regulations regarding the use of Hotel Occupancy Tax.

PRINTED NAME: _____

CERTIFIED BY: _____ DATE: _____

Melissa Jeter
Texas Certified Public Manager
Texas Certified Investment Officer
Houston County Auditor
mjeter@co.houston.tx.us



Brittani Womack
First Assistant County Auditor
Belinda Hinson
Missy d'Angelo
Assistant County Auditors

Dear Vendor:

Enclosed you will find two forms we need to continue processing payments for expenses incurred by county departments:

1 - Updated Request for Taxpayer Identification Number and Certification -- W9 Form

To ensure proper accounting under IRS regulations and up to date address for timely payments.

2 - Vendor Conflict Of Interest Verification Form - CIQ Form

As required under Texas Local Government Code 176: DISCLOSURE OF CERTAIN RELATIONSHIPS: Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with Houston County, it's officials or agents must disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Houston County no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed as defined in 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. A copy of the law is available at: <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>.

Please complete both and return via fax to 936-544-3260 or email at bhinson@co.houston.tx.us as soon as possible.

If you have any questions, please do not hesitate to call me at 936-544-3255 x 232.

Sincerely,

Melissa Jeter

Melissa Jeter
Houston County Auditor

Enclosures



COUNTY OFFICIALS

Jim Lovell,
County Judge
Gary Lovell,
Precinct 1 Commissioner
Willie Kitchen,
Precinct 2 Commissioner
Gene Stokes,
Precinct 3 Commissioner
Jimmy Henderson,
Precinct 4 Commissioner
Terri Meadows,
County Clerk
Daphne Session,
County Attorney
Janis Omelina,
County Treasurer
Laronica Smith,
Tax Assessor/Collector
Randy Hargrove,
County Sheriff
Clyde Black,
Justice of the Peace Prec 1
Morris Luker,
Constable Prec 1
Ronnie Jordan,
Justice of the Peace Prec 2
Kenneth Smith,
Constable Prec 2
Sarah Clark,
County Court at Law Judge
Donna Kaspar,
District Attorney
Carolyn Rains,
District Clerk
Mark Calhoun,
District Judge 3rd District
Pam Foster Fletcher,
District Judge 349th District
Melissa Jeter,
County Auditor
Charles Hodges,
County Surveyor
Heath Murff,
Fire Marshal/EMC
Milton Ladnier,
Veteran Service Officer
Thomas Streetman,
Chief Juvenile Prob Officer
Sheila Johnson,
Grants Administrator
Cynthia Lum,
Elections Administrator
Carl Johnson,
Facilities Administrator

401 East Goliad, Suite 204
Crockett, Texas 75835
936-544-3255 x 234
936-544-3260 - Facsimile

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	RETURN TO: HOUSTON COUNTY, TEXAS FAX -936-544-3260 EMAIL-BHINSON@CO.HOUSTON.TX.US
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border: 1px solid black; height: 20px;"></td> <td style="width: 3%; text-align: center;">-</td> <td style="width: 33%; border: 1px solid black; height: 20px;"></td> <td style="width: 3%; text-align: center;">-</td> <td style="width: 29%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border: 1px solid black; height: 20px;"></td> <td style="width: 3%; text-align: center;">-</td> <td style="width: 67%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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Remittance Address: _____ Telephone: _____
 _____ Fax Number: _____

Billing Contact Name: _____

*Are Statements Sent Monthly?: ____ Yes ____ No
 *Have you received Houston County's sales tax exemption? ____ Yes ____ No

Check box notating acceptance that Houston County requires requisitions completed for all materials and supplies purchased prior to receipt of items.

RETURN TO 936-544-3260 (FAX) OR BHINSON@CO.HOUSTON.TX.US



CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Legislature, Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). (SEE BACK OF FORM FOR COMPLETE DEFINITIONS)

By law this questionnaire must be filed with the Houston County Auditor (401 E. Goliad, Ste 204, Crockett, TX 75835) not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. Section 176.006(a-1), Local Govt Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

If Vendor has an affiliation with any local government officer--vendor must complete the rest of the form. If none, complete section 1, write NONE in section 3, sign and date section 7, then return form.

1 Name of vendor:

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer vendor has an affiliation / family relationship / business relationship with:

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.