

CREDIT CARD PAYMENT FORM - HOTEL OCCUPANCY TAX

CITY OF LONGVIEW
ACCOUNTS RECEIVABLE
P.O. BOX 1952
LONGVIEW, TX 75606

Hotel Name & Address:

If paying by credit card, please complete this form and send it in with the **Occupancy Tax Report** for payment to be processed.

**Credit Card information is shredded after payment information has been entered. Therefore, when paying by credit card please complete one of these forms monthly.

Reporting Month Ending Date:

Payment Amount:

Name as it appears on Credit Card:

Credit Card Number:

Security Code (CVV2/CVC):

Expiration Date (MM/YY):

Credit Card Billing Address:

Street _____

Zip Code _____

State _____

Fax Number Or Email Address for Receipt

Web Link Hotel/Motel Occupancy Tax Form & Credit Card Form:

<http://finance.longviewtexas.gov/hotel-occupancy-taxes>

Please Send form to PAM JONES via:

1. Mail: City of Longview, Accounts Receivable, PO Box 1952, Longview, TX 75606
2. Fax: 903-239-5594
3. Hand Delivery: 300 W Cotton St, Longview TX

Note: To protect your credit card information please **DO NOT** scan and email. Thank you.