

TPID Prepaid Exemption Form

Hotel Information

- Hotel Name: _____
 - Address: _____
 - Contact Person: _____
 - Email / Phone: _____
 - Reporting Month: _____
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Section 1 - Reason for Exemption Request *(check all that apply)*

Fully pre-paid room reservation prior to July 1, 2026 where the stay occurs on or after July 1, 2026.

Contract made **before** April 13, 2026 where the stay occurs after July 1, 2026.

Contract made **after** April 13, 2026 where the stay occurs after July 1, 2026 and fees and taxes were specifically set and there is no contract provision allowing a TPID fee or other fee to be added to the existing contract.

Section 2 - Reservation or Transaction Details

Documentation for each reservation must be attached for processing.

Guest Name	Confirmation #	Stay Dates	Prepayment Date	Amount Prepaid	Documentation Attached
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 3 - Required Documentation for Prepaid Reservations:

Hotels must attach **proof of full prepayment** dated prior to July 1, 2026. Acceptable documentation includes:

- OTA confirmation showing full payment (Expedia, Booking.com etc.)
 - Group master account showing prepayment
 - Invoice marked PAID with date
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Section 4 - Required Documentation for Group Contracts:

Hotels must submit a copy of the applicable prior contract that shows the fees and taxes were already specifically set, that there was no allowance made for a TPID fee, and there is no contract provision that would allow a TPID fee or other fees to be added on to the existing contract transaction.

Section 5 - Hotel Certification

I certify that the reservations and/or contracts listed above qualify for exemption from the New Braunfels Tourism Public Improvement District (TPID) assessment under the adopted service plan.

I further certify that all documentation provided is accurate and available for audit.

Hotel Representative Name *(Hotel representative must be an owner or GM):*

Title: _____

Signature: _____

Upon completion, please email the TPID Exemption Form and supporting documentation to treasury@newbraunfels.gov for review.

Section 6 - City Use Only

- **Reviewed by:** _____ **Date Reviewed:** _____
- **Exemptions Approved:** _____
- **Exemptions Denied:** _____
- **Notes:** _____