

CITY OF PACIFICA TRANSIENT OCCUPANCY TAX

(INTERNAL USE ONLY)
Receipt: _____
Date: _____
Initials: _____
(TOT-01.000000.42203./.) (HBID-01.000000.22033./.)

TAX RETURN REPORTING PERIOD: _____

MOTEL / HOTEL / RV PARK NAME: _____

MANAGEMENT / OWNER NAME: _____

Tax is due on or before the last day of the month following the close of the reporting period, shown above. See PMC 3-7. Please complete this return and send with your remittance to:

**Tax Administrator
City of Pacifica
170 Santa Maria Avenue
Pacifica, CA 94044**

1. Total Receipts from Room Rentals	\$ _____
2. Rent on Rooms Occupied over 30-Days (See Note 3 on Reverse Side)	_____
3. Other Exemptions (All exemptions must be explained on a separate sheet.)	_____
4. Total Exemptions (Total Line 2 and Line 3)	_____
5. Taxable Receipts (Line 1 minus Line 4)	_____
6. Tax Rate	_____ 12%
7. Amount of Tax Due (12% of Taxable Receipts - Line 5) TOT - 01.000000.42203.0000.000	_____
8. Penalty (See Note 4 on Reverse Side)	_____
9. Interest (See Note 5 on Reverse Side)	_____
10. Total Penalty and Interest (Total Line 8 and Line 9)	_____
11. Hotel Business Improvement District (PMC Title 3, Chap. 17)(\$1.00 per room, per day of occupancy) HBID - 01.000000. 22033.0000.000	_____
12. Total Amount Due	\$ _____

I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE IS A TRUE AND ACCURATE STATEMENT.

Signature of Owner or Agent

Date

Print name and title of signatory

Phone

INFORMATION REGARDING TRANSIENT OCCUPANCY TAX

1. Even if there is no tax due, a tax return must be completed and filed.
2. Delinquent date is the last day of the month following the end of the reporting period.
3. Exemptions: Tax on Rooms Occupied over 30-Days - This amount should only be associated with days in excess of thirty (30) consecutive days of stay. The first 30-days are taxed and must be included with remittance. Back up documentation must also be submitted with return for all exemptions.
4. Penalties: If paid within 30 days after delinquent date, add 10% of the amount of the tax (Line 7). If paid more than 30 days after delinquent date, add 20% of the amount of the tax (Line 7).
5. Interest: In addition to penalty, add 1% per month or fraction thereof to the amount of the tax (Line 7) from delinquent date to date of payment.
6. All records substantiating the return must be retained for a period of not less than three (3) years from date of payment.
7. Change of Address or Ownership must be reported immediately.
8. If Business is sold or suspended, closing return and payment shall be sent immediately.