



**STATEMENT TO CITY OF SACRAMENTO
OF TRANSIENT OCCUPANCY TAX**

HOTEL/MOTEL/INN NAME: _____

HOTEL/MOTEL/INN ADDRESS: _____

REPORTING MONTH: _____

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- (1) TOTAL ROOM REVENUE COLLECTED (1) \$ _____
- LESS ALLOWABLE DEDUCTIONS:
- (2) RENT FROM PERMANENT RESIDENTS (2) \$ _____
- (3) CREDITS (See *INSTRUCTION 1*) (3) \$ _____
- (4) TOTAL DEDUCTIONS (ADD LINES 2 & 3) (4) \$ _____
- (5) NET TAXABLE RENT (LINE 1 LESS LINE 4) (5) \$ _____
- (6) TAX (12.0% OF LINE 5) (6) \$ _____**
- (7) PENALTIES (See *INSTRUCTION 2*) (7) \$ _____
- (8) INTEREST (See *INSTRUCTION 3*) (8) \$ _____
- (9) TOTAL PAYMENT ENCLOSED (ADD LINES 6, 7, & 8) (9) \$ _____**

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- (10) Total Number of Rooms Available for Rent during Reporting Month (10) _____
(See *Instruction 4*)
- (11) Total Number of Room-Nights Occupied during Reporting Month (11) _____
(See *Instruction 5*)
- (12) Average Room Rate Single Occupancy (12) \$ _____
Double Occupancy (12) \$ _____

I declare under the penalty of perjury, that the following statements are true, correct, and complete to the best of my knowledge.

Signature Title Date

Print Name Telephone Number E-Mail

Mail Statement and Payment to:
City of Sacramento, Revenue Division, 915 "I" Street, Room 1214, Sacramento, CA 95814-2604

All questions regarding the Transient Occupancy Tax should be directed to: 916-808-8500

**CITY OF SACRAMENTO
TRANSIENT OCCUPANCY TAX**

INSTRUCTIONS

1. Attach a separate schedule explaining any CREDITS taken on Line 3.
 2. Add a PENALTY of 10% if not paid before the delinquent date, and an additional PENALTY of 10% if not paid within thirty (30) days after the delinquent date. The tax is due on or before the last day of the month following the reporting period in which the tax was collected, at which time, if the tax is not paid, becomes delinquent.
 3. Add INTEREST of one-half percent (0.5%) per month or fraction thereof on the tax (exclusive of penalties) from the delinquent date until date paid.
 4. Example: A 300 room hotel would have 300 rooms X the number of days in a reporting month.
 5. This represents the cumulative total number of rooms occupied for each day during the reporting month.
 6. A Transient Occupancy Tax statement must be filed each month, even if no tax is due.
 7. Retain all records substantiating this return for three (3) years.
 8. Report changes in ownership or address immediately.
 9. All Transient Occupancy Tax statements must include an original signature, date, and contact information.
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