

**SACRAMENTO TOURISM MARKETING DISTRICT (STMD)
 MONTHLY REPORT**

Lodging Host Name _____

Lodging Host Address _____

Reporting Month & Year _____ Zone _____

- (1) TOTAL ROOM REVENUE (minus refunds and stays over 30 days) \$ _____
- (2) **Zone 1 ASSESSMENT 3%** (Multiply line 1 by 0.03) \$ _____
- Zone 2 ASSESSMENT 2.5%** (Multiply line 1 by 0.025) \$ _____
- Zone 3 ASSESSMENT 2%** (Multiply line 1 by 0.02) \$ _____
- Zone 4 ASSESSMENT 1%** (Multiply line 1 by 0.01) \$ _____
- (3) PENALTIES 10% of line 2 if paid 31-60 days from end of filing month \$ _____
 20% of line 2 if paid over 60 days from end of filing month
- (4) INTEREST 0.5% of line 2 per month from date of delinquency until paid \$ _____
- (5) **TOTAL PAYMENT ENCLOSED** (Sum of lines 2, 3, and 4) \$ _____

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 report and payment to:
City of Sacramento, Revenue Division, 915 "I" Street, Room 1214, Sacramento, CA 95814-2604
 Questions about the Sacramento Tourism Marketing District Assessment can be directed to: 916-808-8500
 Information about the district activities is available from the Sacramento Hotel Association: 916-441-6110

SACRAMENTO TOURISM MARKETING DISTRICT MONTHLY REPORT INSTRUCTIONS

GENERAL INSTRUCTIONS

The Sacramento Tourism Marketing District (STMD) assessment is NOT a tax and cannot be identified as such on any information or bill presented to a guest renting a room. The lodging host may choose whether to pass the STMD assessment on to the guest renting the room or not and it can be identified as the "Sacramento Tourism Marketing District Assessment" on the guest bill or account.

The lodging establishment is responsible for collecting and remitting the assessment.

An STMD Monthly Report must be filed each month by the last day of the following month, even if no tax is due.

STMD Monthly Reports must be signed, dated, and contain accurate contact information.

Retain all records substantiating this report for three years from the date of the filing month.

FORM INSTRUCTIONS

LINE 1 Report all room rental revenue collected minus refunds and stays of over 30 consecutive days. The assessment will not be collected on stays of more than 30 consecutive days if evidence is retained to support the length of stay.

- a. Evidence must be retained for three years to support an exempt stay of more than 30 consecutive days.
- b. An exemption will not be allowed if no evidence is retained.
- c. All room revenue is subject to STMD.
 - i. Room revenue granted a government exemption for the Transient Occupancy Tax is **not** exempt from the STMD.

LINE 2 Use the line multiplier for the Zone the lodging establishment is located in.

LINE 3 Payment is due on or before the last day of the month following the reporting period. Payments not received by the City by the due date are delinquent.

Add a penalty of 10% if payment is received 31 to 60 days after the end of the filing month.

Add a penalty of 20% if the payment is received over 60 days after the end of the filing month.

LINE 4 Interest also accrues at an annual rate of 6%, or 0.5% monthly, on the assessment from the date of first delinquency until paid. Add interest of one-half percent (0.5%) per month or fraction thereof on the tax from the delinquent date until date paid (exclusive of penalties).
