

CITY OF CAMPBELL - 70 N FIRST ST - CAMPBELL, CA 95008

**TRANSIENT OCCUPANCY TAX RETURN**

AS A HOTEL OPERATOR, YOU ARE REQUIRED TO PAY THE TAX PURSUANT TO CAMPBELL MUNICIPAL CODE SECTION 3.34

- 1 This return, accompanied by your remittance and exemption claims, must be filed with the City of Campbell within 30 days of the close of the month being reported.
- 2 A penalty of 10% may be added to taxes not paid within the required period and an additional 10% penalty may be added 30 days thereafter.
- 3 In addition to penalties, interest at the rest of 1/2% per month from the date of delinquency may be assessed.
- 4 Make check payable to City of Campbell and return (Original) copy to City of Campbell Finance Department.

HOTEL INFORMATION:

DBA  
OPERATOR  
MAIL ADDRESS  
CITY and STATE


**INSTRUCTIONS: HOW TO PREPARE YOUR TRANSIENT OCCUPANCY TAX RETURN**

A TAX RETURN MUST BE FILED MONTHLY, EVEN IF NO TAX IS DUE

**GROSS RENT:**

Enter total rent charged and received during the period being reported.

**EXEMPTIONS & EXCLUSIONS:**

- A Enter rent for occupancy of permanent residents (i.e., a person exercising occupancy for a period of more than 30 consecutive calendar days).
- B Total rent shown on exemption claims for employees of a foreign government exempted by Federal Law or International Treaty. Attach such claims to return. NOTE: There is no exemption allowed for State or Local Government employees.
- C Total amount of rents erroneously reported, or reported more than once, or illegally reported during previous quarter. This applies only if the tax so collected has been refunded to the transient. Attach an itemized list showing names and dates of occupancy.

**PENALTIES & INTEREST:**

Taxes become delinquent on the last day of the month following the close of each reporting period. Mail on time to avoid penalties. A penalty of 10% plus interest at 1/2% per month and an additional penalty of 10% if delinquent more than 30 days may be added to line 5.

**STATISTICAL INFORMATION:**

Enter current information on number of rooms and percent occupancy (the latter by experience). This will update the information originally submitted on your registration and application.

**RECORDS:**

Each operator is liable for the collection and payment to the City of any tax imposed and to keep and preserve, for a period of 3 years, all records necessary to determine the amount of said tax. The City shall have the right to inspect these records at all times.

**TAX CALCULATION AND STATISTICS**

REPORTING MONTH:

YEAR:

<b><u>EXEMPTIONS AND EXCLUSIONS</u></b>	<b>1 GROSS RENT FOR OCCUPANCY OF ROOMS</b>	\$
A. Over 30 Day Occupancy      \$ _____	<b>2 LESS EXEMPTIONS AND EXCLUSIONS (ITEMS A-C; Attach claims where applicable)</b>	\$
B. Employees of Foreign Governments      \$ _____	<b>3 TAXABLE RENTS: (Line 1 minus line 2)</b>	\$
C. Previous Qtr Adjustment      \$ _____	<b>4 TAX 12% OF LINE 3</b>	\$
TOTAL EXEMPTIONS & EXCLUSIONS (Enter in line 2)      \$ _____	<b>5 PENALTIES:      INTEREST:      TOTAL PENALTIES &amp; INTEREST</b>	\$
<b><u>STATISTICAL INFORMATION</u></b>	\$                      \$	
Total rooms available to rent:      _____	<b>6 TOTAL TO BE PAID: (Line 4 plus line 5)</b>	\$
Total rooms occupied:      _____		
Percent of Occupancy:      _____ %		

I declare under penalty of perjury that this information is true and correct to the best of my knowledge:

Signature

Title

Date