



**TRANSIENT OCCUPANCY TAX RETURN &
TOURISM BUSINESS IMPROVEMENT DISTRICT ASSESSMENT**

BUSINESS NAME: _____
SITE ADDRESS: _____

FORM PREPARED BY: _____
MAILING ADDRESS: _____

Reporting Period: _____
DUE DATE: _____
 Delinquent Date: _____

GENERAL INFORMATION

- A. File return even though no tax may be due.
- B. Retain all records substantiating this return for three years.
- C. Report changes of ownership immediately.
- D. TBID room-night occupied means all stays regardless of the number of consecutive days. The TOT only applies up to 30 consecutive days, the TBID applies to all nights occupied.
- E. The Tax and Assessment are due on or before the 15th day of the month following the reporting period in which the tax and assessment were collected. **IF THE TAX AND ASSESSMENT ARE NOT PAID ON OR BEFORE THE DUE DATE, A PENALTY OF 10%, PLUS INTEREST OF ONE AND ONE-HALF PERCENT (1.5%), IS ASSESSED AND DUE. If an additional thirty days passes without payment, an ADDITIONAL 10% PENALTY IS ASSESSED.**

RENTAL REPORTING DATA

1. Gross Rent for all Rooms	\$ _____
Less: Rent from Permanent Residents	(_____)
Less: Rent from Government Employees Paid Directly by Government	(_____)
2. Net Taxable Rent	\$ _____
3. Transient Occupancy Tax (12% of Line 2)	\$ _____
4. TBID Room-Nights Occupied _____ X \$1.50 per room	\$ _____
5. Subtotal (sum of line 3 and 4)	\$ _____

IF PAYING AFTER DUE DATE

6. Penalty (10% of Line 5) or (20% of Line 5 if more than 30 days delinquent)	\$ _____
7. Interest (1.5% of Line 5)	\$ _____
8. TOTAL PAYMENT ENCLOSED (Sum of Lines 5, 6, & 7)	\$ _____

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

Prepared by: **Phone:** **Date:**

Make check payable to: City of Rancho Cordova.
 Mail return & payment to : City of Rancho Cordova, Finance Dept
 2729 Prospect Park Dr, Rancho Cordova, CA 95670