Please return completed tax return to:
City of Vallejo · Commercial Services Division · 555 Santa Clara Street · Vallejo, CA 94590
Phone: (707) 648-4347   Fax: (707) 649-5407 **www.ci.vallejo.ca.us**
Office Hours: Monday - Friday 8:30 a.m. to 5:15 p.m.
Vallejo Municipal Code Chapters 3.19 and 14.50

TRANSIENT OCCUPANCY TAX RETURN

For the privilege of occupancy in any hotel, each transient is subject to and shall pay a tax in the amount of eleven percent (11%) of the rent charged by the hotel operator. Each hotel operator shall make a report of the total rents charged and the amount of tax calculated for the preceding month. Transient Occupancy Tax filings are due on or before the twentieth (20th) day of each calendar month for the total gross receipts and the amount of tax owed for the preceding calendar month, and become delinquent thereafter.

Monthly Report For Tax Period Ending: Month [   ]   Year [   ]

Note: TAX DUE ON THE LAST DAY OF THE MONTH AND TAX IS DELINQUENT IF NOT RECEIVED WITHIN 20 DAYS FROM END OF TAX MONTH

Hotel Name: [   ]   Business Phone Number: [   ]

Business Address: [   ]   Name of Contact: [   ]

CALCULATE TAX DUE: **Click in each box below to input amounts:**

Line 1. Gross Receipts for Period From Occupancy of Rooms [   ]

Line 2. Less Gross Receipts From Monthly Rentals [   ]

Line 3. Less Transient Exemptions Claimed (attach a schedule listing each exemption and supporting exemption certificates) [   ]

Line 4. Taxable Gross Receipts (subtract lines 2 and 3 from line 1) [   ]

Line 5. Tax Due 11% of Line 4 (multiply line 4 by 0.11) [   ]

Line 6. Vallejo Tourism Business Improvement District Assessment:
For hotels with more than 40 rooms, remit $2.00 per occupied room per night.
For hotels with 40 rooms or less, remit $1.00 per occupied room per night. [   ]

Line 7. Total Tax and Assessment Due (add line 5 and line 6) [   ]

Line 8.   Penalty 1: 10% penalty assessed on the first day of delinquency if not paid (multiply line 7 by 0.10) [   ]

Line 9. Penalty 2: Additional 10% penalty assessed if tax and assessment remains unpaid by the 15th of the month following the first penalty (multiply line 7 by 0.10) [   ]

Line 10. Interest Due: 1% per month from delinquent date (multiply line 7 by 1% for each month delinquent) [   ]

Line 11. Total Amount Due (add lines 7, 8, 9 and 10) [   ]

TRANSIENT OCCUPANCY TAX RETURN
(Continued)

Monthly Occupancy Percentage

A. Total rooms available for rent (number of rooms x number of days in month)

B. Total rooms occupied (monthly sum of daily occupied rooms)

C. Percentage of rooms occupied in month (line B divided by line A)

SIGNATURE AND DATE

I declare under the penalty of perjury under the laws of the State of California that the statements herein and any attachments are are in compliance with Vallejo Municipal Code Chapters 3.19 and 14.50 and are true, correct, and complete to the best of my knowledge.

Authorized Signature: _____   Date: _____

Print Name: _____   Contact Phone Number: _____