



City of Santa Clara
TRANSIENT OCCUPANCY/COMMUNITY FACILITIES
DISTRICT TAX RETURN

Hotel/Motel: _____
Attn: _____
Address: _____
City/State/Zip: _____

Account No.: _____
Period End Date: _____

If information shown is not correct, please make necessary corrections.

PART A:

- 1. Gross rent for exercising occupancy of rooms. \$ _____
- 2. Less: Exemptions (**attach TOT Exemption Report, Exhibit III**): \$(_____)
- 3. Taxable Rents: Line 1 minus Line 2. \$ _____
- 4. Tax: 9-1/2% (9.5%) of Line 3. \$ _____
- 5. Community Facilities District Tax 2% of Line 3
(i.e., 2% of Line 1 minus Line 2)* \$ _____
- 6. Penalties and Interest: \$ _____
Calculate pursuant to Santa Clara Code, Section 27-44 and
Section 27-45 (See Part B, below).
- 7. Total Amount Due City for the Period: Line 4 plus Line 5. \$ _____

I declare under penalty of making a false statement that this information is true and correct to the best of my knowledge.

SIGNATURE	TITLE	DATE
PLEASE PRINT NAME	PHONE NO.	
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PART B: Transient Occupancy Tax Ordinance Section 3.25.100. Interest and Penalties.

- (a) Delinquency Interest. Any operator who fails to remit any tax imposed by this chapter within the time required shall pay interest as determined by Section 3.25.110.
- (b) Penalty for willful noncompliance or repeated delinquencies. If the Director of Finance determines that the nonpayment of any remittance due under this chapter is due to willful noncompliance or repeated delinquencies, a penalty of twenty-five percent (25%) of the amount of the tax shall be added thereto in addition to the interest as required by Section 3.25.110. Section 3.25.110. Interest and Calculation (a) & (b).

INSTRUCTIONS:

- 1. Complete PART A above.
- 2. Sign and return this form with payment to the City of Santa Clara Accounting Services
1500 Warburton Avenue
Santa Clara, CA 95050
- 3. Make check payable to:
CITY OF SANTA CLARA
- 4. Tax shall be due and payable On or before the last day of the month following the close of each reporting period.
- 5. Returns and payments are due immediately upon cessation of business for any reason.
(See Sec. 3.25.060 (a) & (b) of Transient Occupancy Ordinance.)
- 6. Add applicable penalties and interest if delinquent.
(See Part B above)
PHONE: (408) 615-2310

***NOTE:** Effective October 1, 2014, the City of Santa Clara Community Facilities District Tax will be assessed for a subset of hotels located in the vicinity of Levi's Stadium.