



City of Santa Clara  
**TRANSIENT OCCUPANCY/COMMUNITY FACILITIES  
DISTRICT TAX RETURN – SAMPLE WITH CFD**

Hotel/Motel: ABC Hotel Account No.: 123  
 Attn: Tax Department  
 Address: 123 El Camino Real Period End Date December 2015  
 City/State/Zip: Santa Clara, CA 95050

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

**PART A: Transient Occupancy Tax (TOT): Applicable to all hotels.**

1. Gross rent for exercising occupancy of rooms. \$ 101,000  
 2. Less: Exemptions (attach TOT Exemption Report, Exhibit III): \$ (1,000)  
 3. Taxable Rents: Line 1 minus Line 2. \$ 100,000  
 4. Transient Occupancy Tax (TOT): 9-1/2% (9.5%) of Line 3. \$ 9,500  
 5. Penalties and Interest (See Part C, below): \$ 0

**PART B: Community Facilities District (CFD) Tax: Applicable only to previously notified hotels in the vicinity of Levi's Stadium.**

6. Community Facilities District (CFD) Tax: 2% of Line 3 \$ 2,000  
 (i.e., 2% of Line 1 minus Line 2)\*  
 7. Total Amount Due City for the Period: Sum of items 4-6 \$ 11,500

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
<i>Joe Smith</i>	Hotel Operator	1/6/16
PLEASE PRINT NAME		PHONE NO.
Joe Smith		(408) 555-1212

**PART C: Penalties and Interest: Applicable to hotels paying after due date (See item 4, under INSTRUCTIONS).**

(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:**

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