CITY OF SANTA CLARA
TRANSIENT OCCUPANCY TAX RETURN

Hotel/Motel _____ Account No: _____

Attn: _____ Reporting Period: _____

Address _____

City, State, Zip Code_____

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. Penalties and Interest: $_____
   Calculate pursuant to Santa Clara Code, Section 27-44 and Section 27-45 (See Part B, below).
6. 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.

PART B: Section 27-44. Penalties.
(a) Original delinquency. Any operator who fails to remit any tax imposed by this article within the time required shall pay a penalty of ten percent (10%) of the amount of the tax in addition to the amount of the tax, every period of thirty (30) days (or part thereof) following the date on which the remittance first became delinquent.
Section 27-45. Calculation of the interest and penalties a & b.

PART C:
(For City use only)

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. 27-40 of Article V "Transient Occupancy Tax".)
6. Add applicable penalties and interest if delinquent.
   (See Part B above)

PHONE: (408) 615-2367