



**TRANSIENT OCCUPANCY TAX,  
COMMUNITY FACILITIES DISTRICT TAX,  
and TOURISM IMPROVEMENT DISTRICT  
ASSESSMENT RETURN FORM**

Hotel/Motel/Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Reporting Period: \_\_\_\_\_  
Account No.: \_\_\_\_\_

Complete all applicable sections and part A, B, and C as applicable. See Instructions for further information.

**SECTION 1: Revenue and Exemption reporting for Transient Occupancy Tax (TOT), Community Facilities District (CFD) tax, and Santa Clara Tourism Improvement District (SCTID) assessment:**

- 1. Gross short-term rental revenues \$ \_\_\_\_\_
- 2. Less: Exemptions (attach **Exemption Forms and applicable documents**) \$ ( \_\_\_\_\_ )
- 3. Rental revenues subject to TOT, CFD Tax, and SCTID Assessment (Line 1 minus Line 2) \$ \_\_\_\_\_

**PART A: TOT: Applicable to all hotels/motels/corporate housing/short-term rentals.**

4. TOT Tax Due for the Period: 12.5% of Line 3 (Line 3 x 0.125) \$

**PART B: CFD Tax: Applicable only to notified hotels in the vicinity of Levi's Stadium.**

5. CFD Tax Due for the Period: 2.0% of Line 3 (Line 3 x 0.020) \$

**PART C: SCTID Assessment: Applicable to all hotels located within the Santa Clara Tourism Improvement District.**

6. SCTID Assessment Due for the Period: 2.0% of Line 3 (Line 3 x 0.020)

**TOTAL DUE for Reporting Period: (A4 + B5 + C6)** \$

**SECTION 2: Statistics**

Property Type:  Hotel/Motel  Corporate Housing  Short-Term Rental  
No. of Rooms at this Site \_\_\_\_\_ Avg. Room Rate \$ \_\_\_\_\_ Avg. Occupancy Rate (%) \_\_\_\_\_

**SECTION 3: Interest and Penalties: Applicable to hotels paying after due date (see item, under INSTRUCTIONS).  
The City will invoice the fee separately to all operators, as applicable.**

- (a) Delinquency Interest. An operator who fails to remit any TOT, CFD Tax or SCTID Assessment on or before the due date shall pay interest as determined by Santa Clara City Code ("SCCC") 3.25.110 and Section IV, Item E of the SCTID Management District Plan, as applicable.
- (b) Penalty for willful noncompliance or repeated delinquencies. If the Director of Finance determines that nonpayment is due to willful noncompliance or repeated delinquencies, a penalty of 25% of the delinquent amount shall be added thereto in addition to the interest as required by SCCC 3.25.110 and Section IV, Item E of the SCTID Management District Plan.

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 \_\_\_\_\_  
Print Name \_\_\_\_\_ Email \_\_\_\_\_ Phone No. \_\_\_\_\_

Upload the completed form to the TOT/CFD/SCTID Payment Portal along with the payment or send completed form and payment to:  
**City of Santa Clara Business Tax Division, 1500 Warburton Avenue, Santa Clara, CA 95050**