



**CITY OF SANTA CLARA
TRANSIENT OCCUPANCY TAX, COMMUNITY FACILITIES DISTRICT
TAX, AND TOURISM IMPROVEMENT DISTRICT ASSESSMENT
REFUND CLAIM FORM**

The Santa Clara City Code (SCCC) Chapter 3.25, Transient Occupancy Tax, Section 3.25.150 states whenever the amount of any tax, interest, or penalty has been overpaid, paid more than once, or erroneously or illegally collected or received by the City, it may be refunded by the Director of Finance, provided a claim in writing therefor is filed with the Director of Finance within three years of the date of payment, stating, under penalty of perjury, the specific grounds upon which the claim is founded. The claims shall be on forms furnished by the Director of Finance.

Businesses subject to the Tourism Improvement District assessment may request a refund of paid assessments by completing this form and providing supporting documents and proof of payment.

1. Claimant Information

Hotel/Motel Name: _____

Address: _____

Telephone: _____ Email: _____

2. Refund Type and Amount Requested

Check all that apply:

Amount Requested

Transient Occupancy Tax \$ _____

Community Facilities District Tax \$ _____

Tourism Improvement District Assessment \$ _____

Total refund requested: \$ _____

Check one: Make refund check payable to: _____

Credit against next tax remittance

3. Basis of Claim

Reason(s) for refund (Attach additional sheets as necessary): _____

Period(s) covered: _____

Verify supporting documents and proof of payment are enclosed: Yes

4. Signature of Claimant

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION IN THIS CLAIM IS TRUE AND CORRECT.

Signature: _____ Date: _____

Print Name: _____ Title: _____

This form is to be signed, dated, and returned with supporting documents and proof of payment for which refund is claimed to:

**CITY OF SANTA CLARA
DEPARTMENT OF FINANCE
1500 WARBURTON AVENUE
SANTA CLARA, CA 95050**

The City of Santa Clara Transient Occupancy Tax is codified in Chapter 3.25 of the City Code:
<https://www.codepublishing.com/CA/SantaClara/html/SantaClara03/SantaClara0325.html>

For more information on Transient Occupancy Tax, refer to the TOT website at:
<https://www.santaclaraca.gov/our-city/departments-a-f/finance/tot-community-facilities-district-tax>

For more information on Tourism Improvement District, refer to the TID website at:
[Tourism Improvement District Assessment | City of Santa Clara \(santaclaraca.gov\)](#)

CITY USE ONLY

Approved for Credit/Refund

Approved by: _____

Date: _____