

City of San Leandro
835 East 14 Street, San Leandro, CA
Finance Department

Phone: (510) 577-3388 FAX: (510) 577-3312



94577

TRANSIENT OCCUPANCY TAX RETURN FOR 20_____

For Quarter Ending:

- _____ March 31
- _____ June 30
- _____ September 30
- _____ December 31

Return Due:

- No later than April 30
- No later than July 31
- No later than October 31
- No later than January 31

(Please mark with an "X" the quarter being reported)

Name of Lodging Facility:

Address/City/State/Zip

No. of Rooms _____

Percent of Occupancy: _____

1. Gross rent for occupancy of rooms (excluding tax): \$ _____
2. Less: **Exemptions: (Documentation required for verification. See Instructions, Item 1, on reverse side of this form.)**
 - a. Rent for occupancy by permanent resident (one who occupies or has right to occupancy for more than 30 consecutive days) \$ _____
 - b. Rent covered by government agency exemption certificate \$ _____
 - c. Total exemptions (lines 2a and b) _____
3. Taxable rent (line 1 minus line 2c) _____
4. Tax due (14% of line 3) _____
5. Penalties and interest (refer to instructions) _____
6. Total tax, penalty, & interest (line 4 plus line 5) _____
7. Adjustments to prior return – debit or (credit) _____
8. Total amount due (line 6 plus or minus line 7) _____

I declare under penalty of making a false statement that to the best of my knowledge and belief the statements herein are true and correct.

(Refer to Instructions on Reverse Side)

Signature

Title

Date

Print Name: _____

INSTRUCTIONS

1. Transient Occupancy Tax Return Form
 - Form must be fill out completely and correctly
 - For all Exemptions, copies of documentation must be submitted for verification. Such documentation could include the City of San Leandro Transient Occupancy Exemption Certificate, or copies of any other rental agreement for occupancy in excess of 30 days, monthly rental statement, or government exemption certificates. Any agreement or monthly rental statement must show the amount of the Transient Occupancy Tax credited against the monthly rent to qualify for the exemption.
 - If business is disposed of or suspended, closing return must be filed immediately and the tax due thereon paid at the Finance Department. (Note: no change in ownership can be recorded until this is done.)
 - The original tax return must accompany the remittance.

2. Remittance
 - Remittance must be received by the Finance Department on or before the due date as stated on the tax return.
 - Checks, drafts, postal notes and money orders in the exact amount of tax due (plus penalties, if any) are accepted by the Finance Department only as agent of the taxpayer and do not constitute payment until cleared.
 - The Finance Department assumes no responsibility for the loss of the remittance while it is in transit.
 - Remittance must be made payable to: **City of San Leandro**
 - Remittance must be mailed to: Finance Department
835 E. 14th Street
San Leandro, CA 94577

3. Delinquency and Penalties
 - The return is delinquent after on calendar month from close of the calendar quarter.
 - Penalties for delinquency are assessed as follows:
 - >11% of tax due for first month after delinquent date;
 - >additional 11% of tax due for second month after delinquent month;
 - >1% interest only for each additional month or fraction thereof

4. Other
 - Change of mailing address must be filed and reported immediately to the Finance Department
 - Contact the Finance Department at (510) 577-3388 for any questions regarding this tax return.