



**CITY OF SANTA CRUZ
TRANSIENT OCCUPANCY TAX RETURN**

FOR THE MONTH OF _____

TOT # _____ ADDRESS: _____

Due: _____

A. Units/Rooms Available for Transient Rental*	Total # units/rooms* available for rent, ≤ 30 days
B. Total Number of Unit/Room Nights Available	Total # units/rooms times # days in month available
C. Total Number of Paid Nights Occupied	Total number of paid nights for all units/rooms

include cents

1. TOTAL RECEIPTS FROM ROOM RENTAL**	1.	\$
2. Less: RECEIPTS FROM NON-TRANSIENT RESIDENTS NOT SUBJECT TO TAX	2.	\$
3. Less: OTHER EXEMPTIONS	3.	\$
4. TAXABLE RECEIPTS (Line 1 Minus Lines 2 and 3)	4.	\$
5. TAX DUE**** (% of Line 4)	5.	\$
6. LATE PENALTY:		
6.a 10% penalty for First 30 Days (10% of Line 5)	\$	6.a
6.b 15% penalty for Over 30 Days (15% of Line 5)	\$	6.b
TOTAL LATE PENALTY (Line 6.a + Line 6.b)	6.	\$
7. INTEREST (1.5% x Line 5 x Number of Months Late)	7.	\$
8. Less: TAX REFUNDED BY OPERATOR - PERIOD PAID TO CITY:	8.	\$
9. TOTAL TAX, PENALTY & INTEREST (Sum of Lines 5, 6, & 7, Less Line 8)	9.	\$
10. Credit Card Fee (3% of Line 9)- Only to be added when paying with Credit Card	10.	\$
11. TOTAL DUE (Sum of Lines 9 & 10)	11.	\$

I am the authorized representative of the business. I understand that any sale, assignment, or other transfer shall comply with the provisions of Municipal Code Section 3.28.060(b) regarding registration.

I declare under penalty of perjury that the information contained herein is true and correct.

SIGNATURE and TITLE

DATE: _____ PHONE NUMBER: _____

* Prior to completing this form, please review the **TOT Return Instructions**, available on the city's web site:

<http://www.cityofsantacruz.com/government/city-departments/finance/licenses-fees-and-taxes/transient-occupancy-tax>

**Returns are subject to Review by the Finance Department. If anything additional is owed, you will be contacted by email or letter.

*** Include long-term and other exempt even if no transient occupancy during reporting period

****Commercial properties like hotels, motels, inns, and B&Bs: 12%

Residential properties like single-family homes and apartments, which require a short-term rental permit: 14%

Pay Online!

www.cityofsantacruz.com

Mailing Address

1200 Pacific Suite 290
Santa Cruz, CA 95060

Walk In Payments

809 Center Street Room 101
Open Mon-Thurs
7:30 AM-11:30 AM