Utility User Tax Collection Report  
Pursuant to County Code Chapter 3.40  
Sewer Service User Tax  

Tax for month of ____________________ , ____________  
Reporting Utility ________________________________  

General Information  
A.  File return even though no tax may be due.  
B.  Retain all records substantiating this return for three years.  
C.  The tax is due on or before the last day of the month following the reporting period in which the tax was collected.  

IF THE TAX IS NOT PAID ON OR BEFORE THE DUE DATE, A 5% PENALTY IS ADDED, PLUS INTEREST OF ONE AND ONE-HALF PERCENT (1.5%) PER MONTH WILL ACRUE.  If payment is not remitted within two working days after the due date an additional 15% penalty is added for a total of 20% of the amount of tax owed.  

1.  Total Taxable Revenue $_____________  
    Less:  *Uncollected Revenue (_____________)  
2.  Net Taxable Revenue _________________  
3.  Tax (2.5% of Line 2) _________________  
    Less:  *Credits/Adjustments (_____________)  
      *Write-offs (_____________)  
      *Customer Refusals (_____________)  
4.  Net Utility Tax Due County ________________  
5.  Penalties (Within 2-days = 5% of line 4, after 2-days = 20%) ________________  
6.  Interest (1 ½% of line 4) per month ________________  
7.  TOTAL PAYMENT ENCLOSED $_____________  

*Itemized list must be attached for all starred items  

All entries in this report are submitted based on general ledger and accounts receivable information available for review.  I certify under penalty of perjury that the foregoing statements are true, correct, and complete to the best of my knowledge.  

Prepared by __________________________ Title __________________________ Phone __________________________ Date ________________  

Make check payable to: Sacramento County  
Mail return and payment to: Sacramento County, Report & Account Services Unit - UUT, 700 H Street, Room 1710, Sacramento, CA 95814.  

If you have questions regarding this form or the Utility User Tax, please contact staff at 916-874-7844.  

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