

**Department of Finance**

Chad Rinde  
Director



**County of Sacramento**

**Divisions**

Auditor-Controller  
Consolidated Utilities Billing &  
Services  
Investments  
Revenue Recovery  
Tax Collection & Licensing  
Treasury

**TRANSIENT OCCUPANCY TAX (TOT) RETURN**

Hotel Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Business License Number: \_\_\_\_\_

Reporting Period: \_\_\_\_\_

**Due Date:** \_\_\_\_\_

Delinquent Date: \_\_\_\_\_

**General Information**

- A. File return even though no tax may be due.
- B. Retain all records substantiating this return for three years.
- C. A Transient Occupancy Tax Clearance Certificate needs to be obtained when a change in ownership occurs.
- D. The tax is due on or before the last day of the month following the reporting period in which it was collected.

**LATE PAYMENTS: If the tax is not paid by the due date, it becomes delinquent A penalty of ten percent (10%), plus interest of one and one half percent (1 ½ %), per month will accrue.**

**RENTAL REPORTING DATA:**

1. Gross Rent for all Rooms		\$ _____
Less: Rent from Permanent Residents	( _____ )	
Less: Rent from Government Employees	( _____ )	
Total Deductions		( _____ )
2. Net Taxable Rent		\$ _____
3. Tax (12% of Line 2)		\$ _____
4. Penalty (Within 30 days = 10% of Line 3, After 30 days = 20%)		\$ _____
5. Interest (1 ½% of Line 3) per month		\$ _____
6. <b>TOTAL PAYMENT ENCLOSED (Sum of Lines 3, 4, and 5)</b>		<b>\$ _____</b>

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

Preparer Name (Print & Sign)	Title	Phone/Email	Date
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**Make check payable to:** Sacramento County

**Mail return and payment to:**

Sacramento County, Report & Account Services Unit – TOT, 700 H Street, Room 1710, Sacramento, CA 95814.

If you have questions regarding this form or the Transient Occupancy Tax, please contact staff by phone at 916-874-8700 or by email at Finance-TOT-UUT@saccounty.gov.