

**Department of Finance**

Chad Rinde  
Director



**County of Sacramento**

**Divisions**

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

**Utility User Tax Collection Report  
Pursuant to County Code Chapter 3.40  
Electricity 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.	<b>TOTAL PAYMENT ENCLOSED</b>	<b>\$ _____</b>

**\*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 (Print Name)	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 - UUT, 700 H Street, Room 1710, Sacramento, CA 95814.  
 If you have questions regarding this form or the Utility User Tax, please contact staff by phone at 916-874-8700 or by email at Finance-TOT-UUT@saccounty.gov.