

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 Return
Pursuant to County Code Chapter 3.40
Master Meter Gas and/or Electric User Tax**

Business Name: _____

Calendar year: _____

General Information: _____

Utility type: _____

- A. File a separate return for Gas and Electric, please do not combine on one return unless that is how your Tax Service Agency provided the information to you.
- B. If your Tax Service did not provide all information, please complete the information provided.
- C. Complete each line even though the amount may be \$0.00.
- D. Retain all records substantiating this return for three years.

Month	Number of Tenants	Total Charges	Less Exemption	Taxable Charge	Rate	Tax Amount Due	Net Tax Due
January					2.5%		
February					2.5%		
March					2.5%		
April					2.5%		
May					2.5%		
June					2.5%		
July					2.5%		
August					2.5%		
September					2.5%		
October					2.5%		
November					2.5%		
December					2.5%		
Total					2.5%		
Penalties/ Interest Due							
Net Tax Paid Herewith							

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 _____

The tax is due on or before the last day of January following the reporting calendar year in which the tax was collected. **If the tax is not paid on or before January 31, a 5% penalty is added plus interest of 1.5% per month will accrue. 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.** Refer to the written instructions for a calculation sheet.

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.