



OFFICE OF TREASURER/TAX COLLECTOR

Gordon B. Ford
Treasurer/Tax Collector

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TRANSIENT OCCUPANCY TAX - QUARTERLY REPORT

Hotel/Motel: \_\_\_\_\_ Certificate No.: \_\_\_\_\_

For the period of:

- 07/01 to 09/30 (Due 10/01 - Delinquent 10/30)
10/01 to 12/31 (Due 01/01 - Delinquent 01/31)
01/01 to 03/31 (Due 04/01 - Delinquent 04/30)
04/01 to 06/30 (Due 07/01 - Delinquent 07/30)

- 1. Gross Rent for Occupancy of Rooms \$ \_\_\_\_\_
2. Allowable Deductions:
a. Rent for Occupancy by Permanent Residents \$ \_\_\_\_\_
b. Exemptions (Form No. 1021-103) \$ \_\_\_\_\_
c. Credits (Overpayment, Estimated Payments, Etc.) \$ \_\_\_\_\_
3. Total Allowable Deductions (Lines a Through c Inclusive) \$ \_\_\_\_\_
4. Taxable Rents (Line 1 minus Line 3) \$ \_\_\_\_\_
5. Tax (8% of line 4) \$ \_\_\_\_\_
6. Applicable Penalty (See No. 3 of instructions) \$ \_\_\_\_\_
7. Applicable Interest (See No. 4 of instructions) \$ \_\_\_\_\_
8. Amount Due (Line 5 through 7 inclusive) \$ \_\_\_\_\_

I declare under penalty of perjury that to the best of my knowledge this statement is true, correct, and complete.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### **TRANSIENT OCCUPANCY TAX - QUARTERLY REPORT - INSTRUCTIONS**

1. Even if there is no tax due, a tax return must be filed with the Treasurer-Tax Collector.
2. Delinquent date is the last day of the month following the close of the reporting period.
3. Penalty, if paid within 30-days after the delinquent date is 10% of the amount of tax (Line 5). If paid more than 30-days after the delinquent date the penalty is 20% of the amount of tax (Line 5). If paid more than 30-days after the delinquent date the penalty is 20% of the amount of tax (Line 5).
4. Interest is in addition to the penalty, at the rate of 1/2% per month or fraction thereof on the amount of tax (Line 5) from the delinquent date to the date of payment.
5. Remittance by check should be made payable to Tom Watson, Tax Collector. Checks, Cashier's Check and Money Orders accepted by the Treasurer-Tax Collector are subject to collection and do not constitute payment until cleared. The Treasurer-Tax Collector assumes no responsibility of loss in transit or delay in deposit.
6. Receipts will no be mailed by the Treasurer-Tax Collector unless a demand for it is made at the time of payment. The canceled check becomes the receipt.
7. All records substantiating the return must be retained by the operation of a period of not less than three years from the date of payment. For allowable deduction, please refer to Chapter 4004 of the Ordinance Code of Stanislaus County.
8. Change of address of ownership must be reported immediately tot he Treasurer-Tax Collector.
9. Upon cessation of business for any reason, returns and payment are due immediately to the Treasurer-Tax Collector.