



TOT#:

# City of Anaheim Transient Occupancy Tax Return

Reporting Period: Please fill in the circle to the left of the reporting month

Year: \_\_\_\_\_ / \_\_\_\_\_

Monthly:      Jan      Feb      Mar      Apr      May      Jun      Jul      Aug      Sep      Oct      Nov      Dec

Property Address:

T.O.T. #:

REG Permit #:

<b>1. ENTER TOTAL GROSS RENTAL RECEIPTS</b>	\$
A. ENTER RECEIPTS EXEMPTED FOR OCCUPANCIES OF 30 DAYS OR MORE	\$
B. ENTER RECEIPTS EXEMPT UNDER ANAHEIM MUNICIPAL CODE SECTION 2.12.015	\$
C. OTHER ADJUSTMENTS (ATTACH EXPLANATION)	\$
<b>2. ENTER TOTAL OF LINES A+B+C</b>	\$
<b>3. TOTAL TAXABLE RECEIPTS (LINE 1 MINUS LINE 2)</b>	\$
<b>4. TAX - 15% OF LINE 3</b>	\$
5A. OVERCOLLECTED TAX	\$
5B. ADDITIONAL TAX DUE ON OTC TRANSACTIONS	\$
6. PENALTY - 10% PER MONTH OF LINES 4 + 5A + 5B	\$
7. INTEREST - 1.5% PER MONTH OF LINES 4 + 5A + 5B	\$
<b>8. TOTAL DUE - TAX PLUS PENALTY &amp; INTEREST (LINES 4+5A+5B+6+7)</b>	\$

I Declare under Penalty of making False Statements, that to the best of my Knowledge and Belief, the Statements herein are Correct and True.

Signature of Operator or Agent	Name	Title
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Phone Number	Address	Date
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<p><b>Mail This Copy To:</b></p> <p>CITY OF ANAHEIM          LICENSE COLLECTOR          P.O. Box 61042          ANAHEIM, CA 92803-6142          (714) 765-5194</p>	<p><b>For Overnight/Express Delivery Only Send to:</b></p> <p>CITY OF ANAHEIM          BUSINESS LICENSE DIVISION          200 S. ANAHEIM BLVD., #136          ANAHEIM, CA 92805</p>	<p align="center"><b>CASHIER'S VALIDATION ONLY</b></p>
<p align="center"><b>NOTICE</b></p> <p>The Tax will be delinquent if not received by the License Collector on or before the last City Business day of the month in which due. Penalties and interest will be assessed from the 1st day of delinquency. Postmarks are not accepted as payment date.</p>		

**CITY OF ANAHEIM**  
**TRANSIENT OCCUPANCY TAX**  
***INSTRUCTIONS***

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- LINE 1. TOTAL GROSS RENTAL RECEIPTS means the consideration charged by an operator for accommodations, including without limitation any (1) unrefunded advance rental deposits or (2) separate charges levied for items or services which are part of such accommodations such as appliances, furniture, linens, towels etc.
- LINE 1A. Enter RENTAL RECEIPTS for transients that exercise occupancy for longer than 30 days. It also includes transients residing under a “Qualifying Rental Agreement.”
- LINE 1B. Exemptions are only allowed pursuant to Section 2.12.015 of the Anaheim Municipal Code. If you have specific questions regarding who may be exempt, please contact the City of Anaheim, Business License Division at (714) 765-5170.
- LINE 1C. Supporting documentation must be included for this adjustment.
- LINE 2. Add LINES 1A., 1B. and 1C. together and indicate here.
- LINE 3. Subtract LINE 2 from LINE 1 and indicate here.
- LINE 4. Multiply LINE 3 by 15 percent and indicate here.
- LINE 5A. Report any receipts that were collected under the representation of tax from the transient and were not required to be collected as tax.
- LINE 5B. The TOT due on the difference between the wholesale room cost paid by an Online Travel Company (OTC) and the minimum retail room rental rate required by the Operator of a Hotel/Motel/STR in a merchant-model transaction.
- LINE 6. The tax is delinquent if it is not received by the License Collector on or before the last City business day of the month in which due. Postmarks are not acceptable as payment date. Penalties are ten percent per month of LINE 4 not to exceed fifty percent of the amount due.
- LINE 7. In addition to any penalty, any operator who fails to remit any tax within the time specified, shall pay an interest upon such tax of one and one-half percent per month of LINE 4 calculated from the first day of delinquency to the date of payment.
- LINE 8. Add LINES 4, 5A, 5B, 6, & 7 and remit a check payable to “City of Anaheim”. Checks are accepted by the License Collector only as agent of the taxpayer and does not constitute payment until cleared.

IF BUSINESS IS SOLD OR CLOSED: Returns & payments are due immediately upon cessation of business for any reason. All taxes collected by the operator shall be paid to the License Collector. No change of ownership can be recorded until this is done. A “Transient Occupancy Tax Clearance Certificate” must be obtained from the City License Collector.

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