

**CITY OF ROSEMEAD  
TRANSIENT OCCUPANCY TAX RETURN**

Hotel/Motel: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone :\_( \_\_\_\_\_ ) \_\_\_\_\_

Period Covered by this return: From: \_\_\_\_\_ To: \_\_\_\_\_

Month/Day/Year

Month/Day/Year

<b>I.</b>	<b>COMPUTATION OF TRANSIENT OCCUPANCY TAX:</b>	
	1. Total rent for occupancy of rooms	\$ _____
	2. Allowable Deductions	
	a) Governmental Agencies (Attach exemption certificates)	\$ _____
	b) Adjustments (Attach worksheet)	\$ _____
	3. Total Allowable Deductions:	(\$ _____)
	4. Taxable Rents (line 1 minus line 3):	\$ _____
	5. Tax Payable (10% of line 4):	\$ _____
	6. Penalty (see Note B, below):	\$ _____
	7. Interest (see Note C, below):	\$ _____
	8. TOTAL PAYMENT DUE (line 5, 6, and 7):	\$ _____

I. PAYMENT INFORMATION: Check # \_\_\_\_\_ Credit Card \_\_\_\_\_ Cash \_\_\_\_\_ Amount: \$ \_\_\_\_\_

II. CERTIFICATION: I certify (or declare) under penalty of perjury that the foregoing statements are true and correct.

Executed in \_\_\_\_\_, California. On \_\_\_\_\_, 20 \_\_\_\_\_

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

**PLEASE NOTE:**

- A. Transient Occupancy Tax Returns are due on or before the last day for the month following the close of each calendar quarter, OR immediately upon cessation of business for any reason.
- B. PENALTY: A Penalty of 10% must be added if payment is made after the due date. Further penalties apply for each additional month of delinquency. Returns postmarked later than midnight of due date, regardless of when deposited in mail boxes, are considered delinquent.
- C. INTEREST: In addition to any penalties, interest is to be assessed at the rate of one-half of one percent per month (or fraction thereof) on the amount of tax from the date on which the remittance first became delinquent, until paid.
- D. NON-SUFFICIENT FUNDS: An NSF check fee of \$25 will be assessed for the first time. Second NSF check fee will be \$35 and any other in the future. No checks will be accepted to pay the balance and NSF fee. Payment with Credit Card, Cashier's Check or Cash will only be accepted.
- E. Complete ALL section of this return form. Sign and date this return in Section II. Mail the form along with your check and keep a copy for your files. Keep full and complete records regarding computation of Transient Occupancy Taxes.
- F. You may pay in person with Check, Credit Card, Cash, Cashier's Check or Money Order, made payable to City of Rosemead. DO NOT SEND CASH! Mail payment and this form to City of Rosemead, 8838 East Valley Boulevard, Rosemead, California 91770.