



**COUNTY OF PLACER
TRANSIENT OCCUPANCY TAX WORKSHEET**

EVEN IF THERE IS NO TAX DUE, A TAX WORKSHEET MUST BE FILED EACH REPORTING PERIOD

The TRANSIENT OCCUPANCY TAX CODE is available at www.placer.ca.gov/1464/TOT-Forms

Remittance: Checks, cashier's checks and money orders accepted by Revenue Services are subject to collection and do not constitute payment until cleared.

In-house check processing is available with a "Bank Debit Authorization Form" and a voided check. There is no fee for using the debit authorization service. The authorization form can be found at www.placer.ca.gov/1464/TOT-Forms.

* = Required Field

*Certificate Number: _____ Account # (if known): _____ *Reporting Period: _____ to _____

| | | |
|----|---|--------------------------|
| 1 | *GROSS RENTAL INCOME: Enter the total amount of rental income collected in this reporting period. | \$ |
| 2. | *EXEMPT AMOUNT: If any units are occupied more than 30 consecutive days, the gross rent collected for these units is to be entered here. If claiming an exemption other than a non-transient status, please include an exemption form for each qualifying type. | \$ |
| 3 | TAXABLE RECEIPTS: Subtract the amount of line 2 from the amount of line 1 and enter the total here | \$ |
| 4 | AMOUNT OF TAX DUE: This is the taxable receipts (line 3) times your tax rate. Select 8% or 10% in the box | \$ |
| 5 | PENALTY: If taxes are paid within 30 days after the delinquent date, add 10% of the tax due (line 4). If paid more than 30 days after the delinquent date add 20% of the tax due amount (line 4). | \$ |
| 6 | INTEREST: In addition to the above penalty, add 1.5% per month of the tax due amount (line 4). | \$ |
| 7 | TOTAL AMOUNT DUE: (Add lines 4, 5 and 6) Please pay this amount from bank account on record <input type="checkbox"/> (CHECK BOX TO AUTHORIZE PAYMENT) | \$ |
| 8 | Is this property ever rented by a management company? If yes, please check box and enter the Management Company Name Management Company Name: _____ | <input type="checkbox"/> |
| 9 | *NUMBER OF RENTAL UNIT/DAYS AVAILABLE DURING THIS REPORTING PERIOD: This number is derived by multiplying the number of units available for rent times the number of days in the reporting period. Example: 10 units available X 92 days (July = 31 days; September = 30 days) equals 920 units/days available. | |
| 10 | *NUMBER OF UNITS/DAYS OCCUPIED: This number requires an auditable record of the number of units actually rented each day during the reporting period. When an occupancy unit is rented more than one time in a day, then the actual number of times is to be recorded and counted as a separate occupancy. Example: 10 units available for rent. On day 1 there were 5 units occupied. On day 2 there were 10 units occupied. On day 3 there were 7 units occupied. (5+10+7=22 units/days occupied) Continue this method through the end of the reporting period. The unit/days occupied will then be the arithmetical total of the number of units occupied each day. | |

By signing this worksheet, or sending my electronic signature, I certify under penalty of perjury that it is an accurate return and that I am authorized to complete this worksheet.

SEND COMPLETED WORKSHEET
AND REMIT PAYMENT TO:

COUNTY OF PLACER
REVENUE SERVICES
10810 Justice Center Dr. Suite 100
Roseville, CA 95678
Fax: (916) 543-3910
Phone: (916) 543-3950
Email: tot@placer.ca.gov

*Signed: _____

*Print Name: _____

*Title: **(check one)** Owner Partner Agent Trustee

*Date: _____

*Phone Number: _____

Mailing Address: _____

City, State, Zip: _____

CHECK IF NEW MAILING ADDRESS

KEEP A COPY FOR YOUR RECORDS

E-mail Address: _____