



# COUNTY OF PLACER

## TRANSIENT OCCUPANCY TAX WORKSHEET WITH SPECIAL DISTRICT

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

The TRANSIENT OCCUPANCY TAX CODE is available at [www.placer.ca.gov/1432/About-TOT1432](http://www.placer.ca.gov/1432/About-TOT1432)

**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 "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](http://www.placer.ca.gov/1464/TOT-Forms) Go to the "Forms and Resources" link located at the bottom of the page.

\* = Required Field

\*Certificate Number: \_\_\_\_\_ Account Number: \_\_\_\_\_ \*Reporting Period: \_\_\_\_\_ to \_\_\_\_\_

*1	<b>Gross Rental Income:</b> Enter the total amount of rental income collected in this reporting period.	\$
*2	<b>Exempt Amount:</b> 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	<b>Taxable Amount:</b> Subtract the amount of Line 2 from the amount of Line 1 and enter the total here.	\$
*4	<b>Amount Of Tax Due:</b> This is the taxable amount (Line 3) times your tax rate (10% or 8%)	\$
5	<b>Additional Assessments: enter the sum of the assessments due for your location in box to the right</b> <b>a. North Lake Tahoe TBID Assessment Due:</b> Zone 1 at 2% \$ _____ <b>b. North Lake Tahoe TBID Assessment Due:</b> Zone 2 at 1% \$ _____ <b>c. Squaw Valley Alpine Meadows Micro Mass Transit District:</b> 1% Assessment \$ _____	\$
6	<b>Total Tax and Assessment Due:</b> add Line 4 and Line 5	\$
7	<b>Penalty:</b> If paid within 30 days after the delinquent date, add 10% of the amount due (Line 6). If paid more than 30 days after the delinquent date, add 20% of the tax due amount (Line 6).	\$
8	<b>Interest:</b> Add 1.5% per month delinquent of the amount due (Line 6)	\$
*9	<b>Total Amount Due:</b> add lines 6, 7, & 8 <input type="checkbox"/> check box to authorize payment	\$
10	<b>Is this property ever rented by a management company? If yes, please check box and enter the management company name:</b>	<input type="checkbox"/>
*11	<b>Number of Rental/Unit Days Available During This Period:</b> This number is derived by multiplying the number of units available for rent times the number of days in the reporting period	
*12	<b>Number of Units/Days Occupied:</b> This number is derived by multiplying the number of units occupied each day during the reporting period. When an occupancy unit is rented more than one time a day, then the actual number of times is to be recorded and counted as separate occupancy.	

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](mailto:tot@placer.ca.gov)

KEEP A COPY FOR YOUR RECORDS

Revised 10/2021

\*Signed: \_\_\_\_\_

\*Print Name: \_\_\_\_\_

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

\*Date: \_\_\_\_\_

\*Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**CHECK IF NEW MAILING ADDRESS**

Email Address: \_\_\_\_\_