



PLACER COUNTY EXECUTIVE OFFICE
REVENUE SERVICES DIVISION

10810 Justice Center Drive, Ste. 100 • Roseville, CA 95678
Phone: (916) 543-3950 • Fax: (916) 543-3910

Submit Form

Request to Close Transient Occupancy Tax Certificate

Pursuant to the Transient Occupancy Tax Code, Sec 4.16.060 B, the Registration Certificate shall be returned to the Tax Administrator for cancellation whenever an operator to whom a certificate has been issued ceases to act in the capacity of an operator.

Name of Certificate Holder Owner or Agent

Street Address of Rental City, State, Zip Assessor's Parcel Number

Certificate Number Account Number Certificate Holder Email

Is the certificate enclosed? Yes No

* If the certificate is not enclosed, you must provide written verification that a diligent effort to locate the certificate was performed and that it was unsuccessful.

Tax Return Must Be Filed Even Though No Tax Is Due Final Reporting Period: to

Table with 10 rows for tax reporting: 1. Gross Rental Income, 2. Exempt Amount, 3. Taxable Receipts, 4. Amount of Tax Due, 5. Penalty, 6. Interest, 7. Total Amount Due, 8. Are rental receipts under this certificate number ever reported by another individual(s)?, 9. Number of rental units/days available, 10. Number of unit/days occupied.

- Check all that apply:
[] We are no longer renting this property for 30 days or less as of
[] We are no longer acting as rental management for this property as of
[] We have contracted with a rental management company as of
Company Name
Phone Number
[] We have sold this property.
Sale date
[] Other

I certify that the information provided on this Request to Close Certificate is true and correct and that I will abide by the Transient Occupancy Tax Code. https://www.placer.ca.gov/1432/About-TOT

Authorized Signature Date

Printed Name Phone Number

Mailing Address City, State, Zip