



## TRANSIENT OCCUPANCY TAX RETURN

*Transient Occupancy Tax is due on a calendar month basis unless you have requested an alternate period reporting and have written approval from the City of Milpitas.*

Hotel \_\_\_\_\_ FEIN \_\_\_\_\_ For Period Ending \_\_\_\_\_  
 \*Payment Due by \_\_\_\_\_ Delinquent Date \_\_\_\_\_  
 % of Occupancy for this period \_\_\_\_\_ Total Rooms \_\_\_\_\_  
 Current Report Period: From \_\_\_\_\_ to \_\_\_\_\_

1. Total gross receipts for occupancy of rooms: \$ \_\_\_\_\_

2. Exemptions: Exemption Summary Report and substantiation for government officials must be attached.

a. Rent for occupancy by non-transient guests \$ \_\_\_\_\_  
 b. Rent for occupancy by government officials \$ \_\_\_\_\_

3. Total exemptions claimed (line a plus line b) \$ \_\_\_\_\_

4. Taxable receipts (line 1 minus line 3) \$ \_\_\_\_\_

5. Net amount of tax due (14% of line 4) \$ \_\_\_\_\_

6. Penalties: 25% of line 5 if paid within 30 days after delinquent date. 50% of line 5 if paid more than 30 days after delinquent date. \$ \_\_\_\_\_

7. Interest: 1% for each month or fraction thereof on the amount of the tax, exclusive of penalties from the delinquent date until paid. \$ \_\_\_\_\_

8. Payment enclosed (total line 5 - 7) \$ \_\_\_\_\_

**\*PLEASE AVOID ADDITIONAL PENALTIES AND INTEREST! Completed forms and payment must be postmarked or received in this office on or before the last workday of the month following the close of the above reporting period.**

I declare, under penalty of perjury, to the best of my knowledge and belief, the statements herein are true and correct.

Print Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Make check payable to: City of Milpitas