



Chamise Cubbison, Auditor-Controller/Treasurer-Tax Collector
501 Low Gap Rd Room 1060
Ukiah, CA 95482

Phone: (707)234-6875
Email: ttc@mendocinocounty.gov

Owner _____

Business Account No. _____

DBA _____

Tax Trust No. _____

Mailing Address _____

TRANSIENT OCCUPANCY TAX RETURN

Reporting Period _____ -TO- _____

Tax is due immediately following the close of the reporting period shown above, if not remitted by _____, applicable penalties and interest apply.

To file this reporting form timely, it is **due on or before the last day of the month following the reporting period.**
Postmarks are accepted.

- | | |
|--|--|
| 1. NET RECEIPTS FROM ROOM RENTALS | \$ _____ |
| 2. Less Rooms Occupied More than 30 Days | \$ _____ |
| 3. Net Taxable Receipts (Line 1 less Line 2) | \$ _____ |
| 4. Tax Rate 10% of Taxable Receipts | \$ <div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div> |

If this remittance is made after _____, **penalties and interest must also be calculated and remitted as follows:**

- | | |
|--|----------|
| 5. First Penalty added _____ -(Multiply amount on Line 4 by .10) | \$ _____ |
| 6. Second Penalty added _____ -(Multiply amount on Line 4 by .10) | \$ _____ |
| 7. Interest added _____ (The first day starting on which the tax became delinquent and each month thereafter until paid in full.
(Multiply amount on Line 4, Net Taxable Receipts x .015 x the number of months delinquent) | \$ _____ |

8. TOTAL TAX AMOUNT DUE – (Add Lines 4 through 7)

\$

I declare, under penalty of perjury, that the above is true and correct to the best of my knowledge and belief.

Signature _____

Date _____

Printed Name _____

Contact Telephone Number _____

Transient Occupancy Tax Information
MENDOCINO COUNTY ORDINANCE NO. 4024

1. **Even if there is no tax due, a tax return must be filed each reporting period.**
2. Delinquent date is the last day of the month following the close of the reporting period.
3. **PENALTIES:** If tax is not remitted by the delinquent date, add a penalty of ten percent (10%) of the amount of the tax. If tax remains unpaid for a period of more than 30 days following the date upon which the remittance first became delinquent, add a second penalty of ten percent (10%) of the amount of the tax.
4. **INTEREST:** In addition to any penalties, add interest at the rate of one and one-half percent (1 1/2 %) per month of the original tax, from the date on which the tax first became delinquent.
5. **REMITTANCE:** Personal checks are accepted by the Tax Collector but do not constitute payment until all funds have cleared the bank.
6. All records substantiating the return must be retained for a period of not less than three years from the date of payment.
7. Change of address or ownership must be reported immediately to the Tax Collector.
8. If business is sold or suspended, closing return and payment shall be sent immediately to the Tax Collector's office.