

COUNTY OF MENDOCINO, STATE OF CALIFORNIA

REPORTING PERIOD

-TO-

TRANSIENT OCCUPANCY TAX RETURN

TAX IS DUE IMMEDIATELY FOLLOWING THE CLOSE OF THE REPORTING PERIOD SHOWN ABOVE. IF NOT REMITTED BY _____, APPLICABLE PENALTIES AND INTEREST APPLY.

DBA

Owner

Mailing Address

TOT#

Situs Information

Address

City, State, Zip

Table with 2 columns: Description and Amount. Rows include: 1. NET RECEIPTS FROM ROOM RENTALS, 2. LESS ROOMS OCCUPIED MORE THAN 30 DAYS, 3. TAXABLE RECEIPTS (Line 1 less Line 2), 4. TAX RATE 10% OF TAXABLE RECEIPTS, 5. 1st 10% Penalty, 6. 2nd 10% Penalty, 7. Interest at 1.5% No. of Months @ \$ =, 8. TOTAL AMOUNT DUE (add lines 4 to 7).

PLEASE COMPLETE THIS FORM, MAKE A COPY FOR YOUR RECORDS, AND MAIL THIS AND YOUR REMITTANCE TO:

MENDOCINO COUNTY TAX COLLECTOR
501 Low Gap Road, Room 1060
Ukiah, CA 95482

Any questions? We can be reached at (707) 234-6879.

I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE IS TRUE AND CORRECT TO THE THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNED _____
TITLE _____ DATE _____

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.
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.
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.