


Reporting Period	Account Code	City of Sebastopol, State of California Tourism Business Improvement Area	
Month:	100-2205	1	Gross rent paid for occupancy for rooms \$
Lodging Facility:		2	Less: Rent on rooms occupied exceeding 30 continuous days
<p>ASSESSMENT IS DUE IMMEDIATELY FOLLOWING THE CLOSE OF THE REPORTING PERIOD SHOWN ABOVE.</p> <p>Make checks payable and mail to:</p> <p>CITY OF SEBASTOPOL Finance Department P.O. BOX 1776 Sebastopol, CA 95473-1776</p> <p>(707) 823-7863</p> <p>Tax return must be filed even though no tax is due.</p> 		3	Less: Rent covered by government agency exemption certificates
		4	Taxable Rents (line 1 less lines 2 & 3) \$
		5	Tax Rate (2% of line 4) X .02
		6	Amount of tax due \$
		7	Penalty (see no. 3 below) \$
		8	Interest (see no. 4 below) \$
		9	TOTAL AMOUNT DUE \$
		I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.	
		Signed _____	
	Title _____ Date _____		

INFORMATION ON TRANSIENT OCCUPANCY TAX

1. **PURSUANT TO THE BIA ORDINANCE #5525**, a levy of 2% of rent paid by lodging operators generating total gross rent greater than \$350,000 in the preceding fiscal year (July 01 – June 30).
2. **EVEN IF THERE IS NO TAX DUE**, a tax return must be filed each month.
3. **DELINQUENT DATE** is the last day of the month following the close of the reporting period.
4. **PENALTIES:** If paid within 30 days after delinquent date, add 10% of the amount of the tax (line 6) If paid more than 30 days after delinquent date, add an additional 10% of the amount of tax (line 6)
5. **INTEREST:** In addition to penalty, ½ of 1% per month or fraction thereof on the amount of tax (line 6) from delinquent date to date of payment.
6. **REMITTANCE:** Cash, checks and credit cards are accepted by the City of Sebastopol subject to collection and do not constitute payment until cleared.
7. **ALL RECORDS SUBSTANTIATING THE RETURN** must be retained for a period of not less than three (3) years from date of payment.
8. **CHANGE OF ADDRESS OR OWNERSHIP** must be reported immediately to the City.
9. **IF BUSINESS IS SOLD OR SUSPENDED**, closing return and payment shall be sent immediately to the City of Sebastopol, together with the Transient Occupancy Registration Certificate.