Reporting Period	Account Code		City of Sebastopol, State of California **Transient Occupancy Tax Return**	
Month:	100-3020	1	Gross rent paid for occupancy for rooms	$
Lodging Facility:		2	Less: Rent on rooms occupied exceeding 30 continuous days	
TAX IS DUE IMMEDIATELY FOLLOWING THE CLOSE OF THE REPORTING PERIOD SHOWN ABOVE**.**		3	Less: Rent covered by government agency exemption certificates	
		4	Taxable Rents (line 1 less lines 2 & 3)	$
Make checks payable and mail to:		5	Tax Rate (12% of line 4)	X .12
CITY OF SEBASTOPOL		6	**Amount of tax due**	$
Finance Department P.O. BOX 1776		7	Penalty (see no. 3 below)	$
Sebastopol, CA 95473-1776		8	Interest (see no. 4 below)	$
(707) 823-7863		9	**TOTAL AMOUNT DUE**	$

Tax return must be filed even though no tax is 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. **EVEN IF THERE IS NO TAX DUE**, a tax return must be filed each month.

2. **DELINQUENT DATE** is the last day of the month following the close of the reporting period.

3. **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)

4. **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.

5. **REMITTANCE:** Cash, checks and credit cards are accepted by the City of Sebastopol subject to collection and do not constitute payment until cleared.

6. **ALL RECORDS SUBSTANTIATING THE RETURN** must be retained for a period of not less than three (3) years from date of payment.

7. **CHANGE OF ADDRESS OR OWNERSHIP** must be reported immediately to the City.

8. **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.