



**CITY OF FORT BRAGG TAX RETURN
HOTEL TRANSIENT OCCUPANCY TAX**
Pursuant to Chapter 3.12 of the Fort Bragg Municipal Code

Hotel/Motel/Inn Name: _____
Location Address: _____
Reporting Month: _____

MAIL TOT RETURN AND PAYMENT TO:
 CITY OF FORT BRAGG FINANCE DEPARTMENT
 416 N FRANKLIN STREET
 FORT BRAGG, CA 95437
 PLEASE DIRECT ANY QUESTION TO: 707-961-2825

1. TOTAL REVENUE COLLECTED THAT IS SUBJECT TO TOT TAXES: \$ _____
 (Room rent, no show fees, late/early check out/in, extra person, rollaway bed, pet fees, and other non-optional fees)

LESS ALLOWABLE DEDUCTIONS (LINES 2a & 2b)

2a. RENT FROM PERMANENT RESIDENTS (SAME OCCUPANT FOR 30+ DAYS TO QUALIFY): \$ _____
 2b. OTHER EXEMPT REVENUE (**PLEASE SPECIFY:** _____): \$ _____
 3. TAXABLE RECEIPTS (**LINE 1 LESS LINES 2a & 2b**): \$ _____
 4. AMOUNT OF TAX DUE (**12% OF LINE 3**): \$ _____
 5. PENALTIES (10% PER MONTH, SEE INSTRUCTIONS FOR MORE INFORMATION): \$ _____
 6. INTEREST (.5% PER MONTH, SEE INSTRUCTION FOR MORE INFORMATION) \$ _____
 7. TOTAL PAYMENT ENCLOSED (**ADD LINES 4, 5, 6**) \$ _____

8. TOTAL NUMBER OF ROOMS AVAILABLE FOR RENT DURING THE REPORTING MONTH
 SEE INSTRUCTION **#6** FOR MORE INFORMATION = _____

9. TOTAL NUMBER OF ROOM-NIGHTS OCCUPIED DURING REPORTING MONTH
 SEE INSTRUCTIONS **#7** FOR MORE INFORMATION = _____

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

SIGNATURE	PRINTED NAME	TITLE	DATE
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INSTRUCTION

1. EVEN IF NO TAX IS DUE, A TAX RETURN MUST BE FILED EACH REPORTING PERIOD
2. DELINQUENT DATE IS THE LAST DAY OF THE MONTH FOLLOWING THE REPORTING PERIOD
3. PENALTIES: IF TAX IS NOT REMITTED BY THE LAST DAY OF THE MONTH FOLLOWING THE REPORTING PERIOD, THEN A PENALTY OF 10% OF THE AMOUNT OF TAX DUE MUST BE ADDED.
4. PENALTIES: IF TAX IS MORE THAN 30 DAYS LATE, THEN A SECOND PENALTY OF 10% OF THE AMOUNT OF TAX DUE MUST BE ADDED.
5. INTEREST: IF TAX IS MORE THAN 30 DAYS LATE INTEREST AT ½% PER MONTH IS ADDED FROM THE DATE THE TAX FIRST BECAME DELINQUENT.
6. TOTAL NUMBER OF ROOMS AVAILABLE FOR RENT: TOTAL NUMBER OF AVAILABLE RENTAL UNITS MULTIPLIED BY THE NUMBER OF DAYS IN THE MONTH REPORTING FOR. FOR EXAMPLE: AN ESTABLISHMENT WITH 30 RENTAL UNITS WILL HAVE 900 TOTAL ROOMS AVAILABLE DURING A 30 DAY MONTH: 30 ROOMS X 30 DAYS = 900 AVAILABLE ROOMS
7. TOTAL NUMBER OF ROOM-NIGHTS OCCUPIED DURING THE MONTH: NUMBER OF OCCUPIED ROOMS PER NIGHT FOR THE MONTH