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

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

Hotel/Motel/Inn Name: _____

Location Address: _____

Reporting Month: _____

1. TOTAL ROOM REVENUE COLLECTED: $_____

LESS ALLOWABLE DEDUCTIONS

2. RENT FROM PERMANENT RESIDENTS (SAME OCCUPANT FOR 30+ DAYS TO QUALIFY) $_____

3. TAXABLE RECEIPTS **(LINE 1 LESS LINE 2)** $_____

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

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 ESTABLISHEMENT WITH 30 RENTAL UNITS WILL HAVE 900 TOTAL ROOMS AVAILABLE DURING A 30 DAY MONTH: 30 ROOMS X 30 DAYS = 900 AVAILABLE ROOMS

7. TOTOAL NUMBER OF ROOM-NIGHTS OCCUPIED DURING THE MONTH: NUMBER OF OCCUPIED ROOMS PER NIGHT FOR THE MONTH