

City of Richmond
Finance Department
Business License Division
450 Civic Center Plaza
Richmond, CA 94804
510-620-6742

TAX RETURN – TRANSIENT OCCUPANCY TAX

Return for the period _____ through _____

- 1. Gross rent from occupancy of rooms (Tax excluded). \$ _____
- 2. Less allowable deductions:
 - A. Occupancy over 30 days \$ _____
 - B. Individual exemptions \$ _____
- 3. Taxable rents - line 1 less line 2 \$ _____
- 4. Tax payable – 10% of line 3 \$ _____
- 5. Penalties and Interest:
 - A. Penalty of 10% of the tax for failure to file on or before the Last day of the quarter reported. \$ _____
 - B. Penalty of 10% of the tax for failure to file within 30 days following the date on line 5A. \$ _____
 - C. Interest of ½ of 1% per month or fraction thereof from the date on which the remittance became delinquent until paid. \$ _____
- 6. Total penalties and interest \$ _____
- 7. Total tax, penalties and interest \$ _____

I declare, under penalty of making a false statement, that to the best of my knowledge and belief the statements herein are correct

Signed _____ Title _____ Date _____

Prepare in duplicate and return original with payment. Duplicate copy for your files

MAKE CHECK PAYABLE TO: City of Richmond

If business is sold or suspended, closing tax return must be filed immediately and the tax paid to avoid penalty and interest fees.