



City of South Lake Tahoe Transient Occupancy Tax

Return for Period Ending:
Business License #:

INSTRUCTIONS:

1. FILL OUT LINES 1-9 BELOW TO CALCULATE PAYMENT AMOUNT
2. COMPLETE WEBSITE, PROPERTY MANAGER, AND OCCUPANCY INFORMATION.
3. SIGN, CIRCLE TITLE, & DATE.
4. KEEP TOP PORTION FOR YOUR RECORDS
5. DETACH BOTTOM PORTION AND RETURN WITH YOUR REMITTANCE.
6. IF PAYING ON-LINE USING eGov PLEASE COMPLETE SUPPLEMENTAL FORM AND SUBMIT VIA EMAIL (REVENUE@CITYOFSLT.US) OR FAX (530) 542-6041.

NOTICE: ALL OPERATORS OF RENTAL UNITS MUST SUBMIT A REPORT FOR EACH PERIOD. IF THERE IS NO RENT RECEIVED, WRITE THE WORD "NONE" ON LINES 1 AND 9. SIGN AND RETURN. IF BUSINESS IS SOLD OR SUSPENDED, CLOSING RETURN MUST BE FILED IMMEDIATELY AND THE TAX PAID.

28A-18 Reporting and remitting of collections – By operators.

"Each operator shall, on or before the **fifteenth day** of each month or at the close of any different reporting period which may be established by the finance director, make a return to the finance department on forms provided by that office showing the total rents charges and received, the amount of tax collected, and the number of rooms occupied during the month or any other reporting period immediately proceeding. At the time the return is filed the full amount of the tax collected shall be remitted to the city."

VHR Name & Mailing Address:

For your records:

Transient Occupancy Tax Paid (Line #5)..... \$

Penalties & Interest Paid (Line 8)..... \$

TOTAL PAID (Line #9)..... \$

Date Paid: _____ Check # _____

DETACH BOTTOM PORTION, FOLD, AND INSERT IN ENCLOSED ENVELOPE WITH YOUR REMITTANCE. KEEP TOP PORTION FOR YOUR RECORDS

VHR Name:

VHR Physical Address:

Business License #:

Permit #:

City of South Lake Tahoe Transient Occupancy Tax

Period Ending:

1. GROSS RENT FOR OCCUPANCY OF ROOMS.....	1. \$ _____
2. LESS ALLOWABLE DEDUCTIONS (<i>Documentation MUST be provided; no exceptions</i>)	
a. Occupancy over 30 days (<i>tax not collected</i>).....	2a. \$ _____
b. Foreign dignitaries/US Federal employees exempt (<i>tax not collected</i>).....	2b. \$ _____
c. Other (<i>instructions on back</i>).....	2c. \$ _____
3. TOTAL ALLOWABLE DEDUCTIONS (Add Lines 2a – 2c).....	3. \$ _____
4. TAXABLE RENTS (Subtract Line 3 from Line 1).....	4. \$ _____
5. TAX PAYABLE (XX % of Line 4).....	5. \$ _____
6. SUBTOTAL (Amount in Line 5).....	6. \$ _____
7. PENALTIES AND INTEREST	
a. FIRST PENALTY (<i>instructions on back</i>).....	7a. \$ _____
b. SECOND PENALTY (<i>instructions on back</i>).....	7b. \$ _____
c. INTEREST (<i>instructions on back</i>).....	7c. \$ _____
8. PENALTIES AND INTEREST TOTAL (Add Lines 7a-7c).....	8. \$ _____
9. TOTAL DUE (Add Lines 7a-7c and Line 8).....	9. \$ _____

List websites displaying rental calendar: _____

List Property Manager or others who make reservations and collect rental monies (include website and/or contact information):

Total number of nights property was NOT AVAILABLE for rent _____ Total number of nights property was rented _____

Owner email address: _____

Make Remittance to:

City of South Lake Tahoe
TOT Collections
1901 Airport Road Suite 210
S. Lake Tahoe, CA 96150-7004

Questions? (530) 542-6012 or Revenue@cityofslt.us

Return by the 15th of the month following the period ending date.
Do not fail to sign certification.

I certify/declare under penalty of perjury that the foregoing is true and correct.

Signature: _____

Title: (Circle One) Owner , Partner, Agent, Trustee

Date: _____