



CITY OF INDIO

100 CIVIC CENTER MALL, INDIO, CA 92201
PHONE: (760) 391-4040 FAX: (760) 391-4021

TRANSIENT OCCUPANCY TAX REPORT – MONTHLY (Hotels, Motels, Inns – *NOT FOR RESIDENTIAL SHORT-TERM RENTALS) FINANCE DEPARTMENT

Name: _____

Address: _____

Email: _____

Due for the Month Ending: _____

This return will be delinquent
if not received by: _____

BUSINESS LICENSE # _____

The TOT report is due on or before the last day of the month following the close of each month reported.

Example: January's TOT report is due on the last day of February, and will incur a first penalty and interest on March 1st and additional penalty and interest on April 1st.

PART 1. GROSS RENTS: (From occupancy of 30 days or less) \$.....

PART 2. Less Deductions:

2a) Rent for occupancy by permanent residents. A permanent resident is one who occupies or has right of occupancy for more than thirty consecutive days.

Total Allowable Deductions \$.....

PART 3. Taxable Rent(Amount on line 1 less amount on line 2) \$.....

PART 4. TAX AMOUNT:

4a) Operators with 50 rooms or more - 10% of the amount on line 1. \$.....

4b) Operators with less than 50 rooms – 13% of the amount on line 1. \$.....

PART 5. LATE PENALTIES AND INTEREST:

5a) **First Penalty:** Ten Percent (10%) of the amount on line 1, if paid after the delinquent date. \$.....

5b) **Second Penalty:** Ten Percent (10%) of the amount on line 1, in addition to the first penalty, if paid more than one month after the delinquent date. \$.....

5c) **Interest:** One-half percent (1/2%) of amount on line 1 for each month or portion thereof from the delinquent date shown above \$.....

PART 6. TOTAL TAX, PENALTIES & INTEREST DUE: (Add all lines) \$.....

Reporting Period:	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Due on or before the last day of:	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
Late on the first day of:	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb

Make checks payable to the City of Indio

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

SIGN HERE: _____ NAME: _____ TITLE: _____ DATE: _____

E-MAIL ADDRESS: _____ PHONE: _____