



Sara Pierce, Auditor-Controller/Treasurer-Tax Collector 501  
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 Ukiah, CA 95482

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\_\_\_\_\_  
 Owner

Business Account No. \_\_\_\_\_

\_\_\_\_\_  
 DBA

Tax Trust No. \_\_\_\_\_

\_\_\_\_\_  
 Mailing Address

**TRANSIENT OCCUPANCY TAX RETURN**

Reporting Period \_\_\_\_\_ -TO- \_\_\_\_\_

Tax is due immediately following the close of the reporting period shown above, if not remitted by \_\_\_\_\_, applicable penalties and interest apply.

To file this reporting form timely, it is **due on or before the last day of the month following the reporting period.** Postmarks are accepted.

1. NET RECEIPTS FROM ROOM RENTALS \$ \_\_\_\_\_

2. Less Rooms Occupied More than 30 Days \$ \_\_\_\_\_

3. Net Taxable Receipts (Line 1 less Line 2) \$ \_\_\_\_\_

4. Tax Rate 10% of Taxable Receipts \$

**If this remittance is made after \_\_\_\_\_, penalties and interest must also be calculated and remitted as follows:**

5. First Penalty added \_\_\_\_\_ -(Multiply amount on Line 4 by .10) \$ \_\_\_\_\_

6. Second Penalty added \_\_\_\_\_ -(Multiply amount on Line 4 by .10) \$ \_\_\_\_\_

7. Interest added \_\_\_\_\_ (The first day starting on which the tax became delinquent and each month thereafter until paid in full.  
 (Multiply amount on Line 4, Net Taxable Receipts x .015 x the number of months delinquent) \$ \_\_\_\_\_

8. TOTAL TAX AMOUNT DUE – (Add Lines 4 through 7) \$

I declare, under penalty of perjury, that the above is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Contact Telephone Number

**Transient Occupancy Tax Information**  
**MENDOCINO COUNTY ORDINANCE NO. 4024**

1. **Even if there is no tax due, a tax return must be filed each reporting period.**
2. Delinquent date is the last day of the month following the close of the reporting period.
3. **PENALTIES:** If tax is not remitted by the delinquent date, add a penalty of ten percent (10%) of the amount of the tax. If tax remains unpaid for a period of more than 30 days following the date upon which the remittance first became delinquent, add a second penalty of ten percent (10%) of the amount of the tax.
4. **INTEREST:** In addition to any penalties, add interest at the rate of one and one-half percent (1 1/2 %) per month of the original tax, from the date on which the tax first became delinquent.
5. **REMITTANCE:** Personal checks are accepted by the Tax Collector but do not constitute payment until all funds have cleared the bank.
6. All records substantiating the return must be retained for a period of not less than three years from the date of payment.
7. Change of address or ownership must be reported immediately to the Tax Collector.
8. If business is sold or suspended, closing return and payment shall be sent immediately to the Tax Collector's office.