



City of Thousand Oaks Transient Occupancy Tax Refund Request Form

A hotel room occupant may obtain a refund of taxes overpaid or paid more than once or erroneously or unlawfully collected or received by the City by filing a written claim with the Tax Collector within three (3) years of the payment date. Such claim shall set forth facts showing that the transient has paid the tax directly to the Tax Collector or that the transient has paid the tax to the Hotel or Motel Operator and has been unable to obtain a refund from the operator who collected the tax.

A hotel or motel room occupant may file for a refund of Transient Occupancy Tax if any of the following criteria is met:
Please check the appropriate box

- Employee or Officer of the United States Government on Official Business
- State of California Officer or Employee on Official Business
- Officer or Employee of a Foreign Government
- Insurance Company Section 28 F of Article XIII of California Constitution
- Occupancy for more than thirty (30) consecutive days

Guest's Full Name:		Phone Number: ()	
Street Address:			
City:		State:	Zip:
Date of Occupancy: From		To :	
Total Amount Paid:	\$	Cash: \$	Credit Card: \$
If paid by credit card, list the type of card and credit card # - Type: Credit Card #:			
Refund Amount Requested:	\$		

I certify, under penalty of perjury, that the above information is true and correct.

Executed this day of 20 at California.

Signature of Claimant (Hotel Guest's Full Name):	Date:
--	-------

For Office Use Only:

Date Received:		Received By:	
Comments:			
Staff Recommendation			
Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Signature:	Date:
Follow-up Action:		Date of Letter:	
		Refund Amount:	

2100 Thousand Oaks Boulevard Thousand Oaks CA 91362 Phone (805) 449-2201 Fax (805) 449-2289