



# City of Thousand Oaks Transient Occupancy Tax Return

Reporting Period: Please check the reporting month

Year: \_\_\_\_\_

Jan  Feb  Mar  Apr  May  Jun  Jul  Aug  Sep  Oct  Nov  Dec

You are required to make this return and pay the tax pursuant to the City of Thousand Oaks Municipal Code Section 3-14.10 and 3-14.11. This return, accompanied by your remittance and exemption claims, must be filed with the Director of Finance on or before the last day of each calendar month following the close of the reporting calendar month.

Name of Hotel or Motel:	Total # of Rooms:
Occupancy Rate: # of Rooms occupied during the month /Total # of rooms	%

1	Gross Rent for Occupancy of Rooms		\$
2	Over 30 days Occupancy Exemption	\$	
3	Federal & State Government Exemptions	\$	
4	Previous Month Adjustments	\$	
5	Total Exemptions and Adjustments (Add lines 2 through 4)	\$	
6	Taxable Rents (Subtract line 5 from line 1)		\$
7	Tax: 10% of line 6		\$
9	Penalty: 1-30 Days Late (10% of line 6)		\$
10	Penalty: Over 30 days late (Additional 10% of line 6)		\$
11	Interest: (Amount on Line 6 X .0001644 X Number of Days Late)		\$
12	Total Due: (Add line 7 through 11)		\$

I declare under penalty of making a false declaration that I am authorized to make this statement and that to the best of my knowledge and belief it is a true, correct and complete statement.

Signature of Operator:	Phone Number :	Date:
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Print Name of Operator:	Title:
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Address:
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**Hotel or Motel Operator:** Please provide supporting documentation for any exemption claims and return this form with your check or money order payable to City of Thousand Oaks. Mail your tax return to City of Thousand Oaks, Finance Department Customer Service, 2100 Thousand Oaks Blvd., Thousand Oaks, CA 91362. Retain a photocopy for your records.