



# City of Healdsburg

401 Grove Street, Healdsburg, CA 95448-4723  
 Phone: (707) 431-3306 Fax: (707) 431-3171

## Transient Occupancy Tax Return

Pursuant to Ordinance No. 1080

Month/Year Reported: \_\_\_\_\_

Business Name: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Business Telephone Number: \_\_\_\_\_

**Section 3.12.150 of City of Healdsburg Municipal Code (Ordinance No. 1080) has the authority to require the information requested in this return. This information is confidential and will only be released as required by law.**

Total Number of Room Nights Available: \_\_\_\_\_ Total Number of Rooms Rented: \_\_\_\_\_

Occupancy Rate for the Month Reported: \_\_\_\_\_ Average Monthly Room Rate: \$ \_\_\_\_\_

1. Enter Gross Rent Charged or Received (excluding tax) \$ \_\_\_\_\_

2a. Enter Exempt Rent (government employees or occupants staying over 30 consecutive days) \_\_\_\_\_

2b. Enter Amount Charged for Food and Beverages \_\_\_\_\_

3. **NET TAXABLE RENT** (Line 1 minus lines 2a and 2b) \_\_\_\_\_

4. Transient Occupancy Tax (14% of line 3) \_\_\_\_\_

5. Healdsburg Promotion Assessment (2% of line 3) \_\_\_\_\_

6. **NET TAX** (Line 4 plus line 5) \_\_\_\_\_

7. Enter Penalty and Interest Due (if any) \_\_\_\_\_

8. **TOTAL AMOUNT DUE AND REMITTED HERewith** \$ \_\_\_\_\_

**I hereby certify under penalty of perjury that the foregoing statements contained in this return are true and correct to the best of my knowledge and belief.**

Operator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Operator's Name: \_\_\_\_\_ Operator's Phone Number: \_\_\_\_\_  
 (please print)

**OFFICE USE ONLY**

10% Fund 585: _____	585-3001-32107
2% Fund 101: _____	101-1000-32107
2% Fund 106: _____	106-1000-32107
2% HPA: _____	101-1000-24040
<b>Total:</b> _____	



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## Transient Occupancy Tax Return Instructions

- Number of Room Nights Available:** Multiply the number of rooms available by the number of nights they were available in the month reported.
- Number of Rooms Sold:** The number of rooms occupied in the month reported.
- Occupancy Rate for the Month Reported:** Number of rooms sold divided by the number of nights the rooms were available.
- Average Monthly Room Rate:** Net taxable rent divided by the number of rooms sold.

**Line 1** Report total amount of rents charged for transient occupancies, whether received or not.

**Line 2a** Subtract rent charged to representatives of exempt government agencies.

**Line 2b** Subtract portion charged for food and beverage. This portion is subject to sales tax payment to the State Board of Equalization.

**Penalties** Any operator who fails to file and remit tax on or before the last day of the month following the month being reported, shall pay a penalty of 10% of the amount of the tax due; and if the operator fails to file and remit tax due for an additional month beyond that, the operator shall pay a further 10% penalty.

**Interest** In addition to the penalties imposed, interest shall be added to the amount due at the rate of one-half of 1% per month or fraction thereof on the amount of the tax, exclusive of penalties, from the date on which the remittance first became delinquent until paid.

**Records** Records pertaining to this tax return must be kept for four years.

**Note** A tax return is required for every calendar month, even if there are no rentals.

**For further details, refer to City of Healdsburg Municipal Code (Ordinance No. 1080).  
The Transient Occupancy Tax Ordinance and Reporting Forms are  
available online at [www.ci.healdsburg.ca.us](http://www.ci.healdsburg.ca.us).**