



City of Healdsburg

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

Amended 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: \$ _____

	Previously Reported	Should Have Reported	Difference Debit/(Credit)
1. Enter Gross Rent Charged or Received (excluding tax)	\$ _____	\$ _____	\$ _____
2a. Enter Exempt Rent	_____	_____	_____
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)



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**Per Section 3.12.120 of City of Healdsburg Municipal Code
(Ordinance No. 1080), a request for a Refund must fall under the
following guidelines:**

- A. Whenever the amount of any tax, interest or penalty has been overpaid or paid more than once or has been erroneously or illegally collected or received by the City under this chapter, it may be refunded as provided in subsections (B) and (C) of this section, provided a claim in writing therefor, stating under penalty of perjury the specific grounds upon which the claim is founded, is filed with the tax administrator within three years of the date of payment. The claim shall be on forms furnished by the tax administrator.
- B. An operator may claim a refund or take as credit against taxes collected and remitted the amount overpaid, paid more than once or erroneously or illegally collected or received when it is established in a manner prescribed by the tax administrator that the person from whom the tax has been collected was not a transient; provided, however, that neither a refund nor a credit shall be allowed unless the amount of the tax so collected has either been refunded to the transient or credited to rent subsequently payable by the transient to the operator.
- C. A transient may obtain a refund of taxes overpaid or paid more than once or erroneously or illegally collected or received by the City by filing a claim in the manner provided in subsection (A) of this section but only when the tax was paid by the transient directly to the tax administrator or when the transient, having paid the tax to the operator, establishes to the satisfaction of the tax administrator that the transient has been unable to obtain a refund from the operator who collected the tax.
- D. No refund shall be paid under the provisions of this section unless the claimant established his right thereto by written records showing entitlement thereto.

**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.**