



# TRANSIENT OCCUPANCY TAX RETURN

City of Morgan Hill - Finance Dept  
17575 Peak Avenue  
Morgan Hill, CA 95037

**AS A HOTEL OPERATOR, YOU ARE REQUIRED TO PAY THE TAX PURSUANT TO MORGAN HILL MUNICIPAL CODE SECTION 3.24**

- 1) This return, accompanied by your remittance and exemption claims, must be filed with the City of Morgan Hill on or before the last day of the month following the month the tax was received.
- 2) A penalty of 10% may be added to taxes not paid within the required period and an additional 10% penalty may be added 30 days thereafter.
- 3) In addition to penalties, interest at the rest of 1/2% per month from the date of delinquency may be assessed.
- 4) Make check payable to **City of Morgan Hill** and return (Original) copy to City of Morgan Hill Finance Department.

**HOTEL INFORMATION:**

DBA/OPERATOR: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
Street
City
State
Zip

**INSTRUCTIONS: HOW TO PREPARE YOUR TRANSIENT OCCUPANCY TAX RETURN**

A TAX RETURN MUST BE FILED MONTHLY, EVEN IF NO TAX IS DUE

**GROSS RENT:**

Enter total rent charged and received during the period being reported.

**EXEMPTIONS & EXCLUSIONS:**

- A. Enter rent for occupancy of permanent residents (i.e. a person exercising occupancy for a period of more than 30 consecutive calendar days).
- B. Total rent shown on exemption claims for employees of a foreign government exempted by Federal Law or International Treaty. Attach such claims to return. NOTE: There is no exemption allowed for State or Local Government employees.
- C. Total amount of rents erroneously reported, or reported more than once, or illegally reported during previous quarter. This applies only if the tax so collected has been refunded to the transient. Attach an itemized list showing names and dates of occupancy.

**PENALTIES & INTEREST:**

Taxes become delinquent on the last day of the month following the close of each reporting period. Mail on time to avoid penalties. A penalty of 10% plus interest at 1/2% per month and an additional penalty of 10% if delinquent more than 30 days may be added to line 5.

**STATISTICAL INFORMATION:**

Enter current information on number of rooms and percent occupancy. This will update the information originally submitted on your registration and application.

**RECORDS:**

Each operator is liable for the collection and payment to the City of any tax imposed and to keep and preserve, for a period of 3 years, all records necessary to determine the amount of said tax. The City shall have the right to inspect these records at all times.

**TAX CALCULATION AND STATISTICS**

REPORTING MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

**EXEMPTIONS AND EXCLUSIONS**

- |  |    |       |
|--|----|-------|
| A. Over 30 Day Occupancy                 | \$ | _____ |
| B. Employees of Foreign Governments      | \$ | _____ |
| C. Previous Qtr Adjustment               | \$ | _____ |
| <b>TOTAL EXEMPTIONS &amp; EXCLUSIONS</b> |    |       |
| <b>(Enter in line 2 below)</b>           | \$ | _____ |

**STATISTICAL INFORMATION**

- |  |         |
|--|---------|
| Available Room Days:                                     | _____   |
| (Units available for rent X days in this month)          |         |
| Occupied Room Days:                                      | _____   |
| (Includes over 30 day and foreign government exemptions) |         |
| Percent of Occupancy:                                    | _____ % |

<b>1</b>	GROSS RENT FOR OCCUPANCY ROOMS	\$						
<b>2</b>	LESS EXEMPTIONS & EXCLUSIONS (ITEMS A-C; Attach claims where applicable)	\$						
<b>3</b>	TAXABLE RENTS (line 1 minus line 2)	\$						
<b>4</b>	TAX PAYABLE (11% OF LINE 3)	\$						
<b>5</b>	TBID, Tourism Based Improvement District (1.5% OF LINE 3)	\$						
<b>6</b>	<b>SUBTOTAL (line 4 and line 5)</b>	<b>\$</b>						
<b>7</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">PENALTIES (10%)</td> <td style="width: 30%;">INTEREST (1/2%)</td> <td style="width: 40%; text-align: right;"><b>TOTAL PENALTIES &amp; INTEREST</b></td> </tr> <tr> <td style="text-align: right;">\$</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">\$</td> </tr> </table>	PENALTIES (10%)	INTEREST (1/2%)	<b>TOTAL PENALTIES &amp; INTEREST</b>	\$	\$	\$	\$
PENALTIES (10%)	INTEREST (1/2%)	<b>TOTAL PENALTIES &amp; INTEREST</b>						
\$	\$	\$						
<b>8</b>	<b>TOTAL DUE (line 6 plus line 7)</b>	<b>\$</b>						

I declare under penalty of perjury that this information is true and correct to the best of my knowledge:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date