



**CITY OF LATHROP
TRANSIENT OCCUPANCY TAX - MONTHLY REPORT**

Finance Department

390 Towne Centre Drive, Lathrop, CA 95330

Main: (209) 941-7320 Fax: (209) 941-7339

Email: billing@ci.lathrop.ca.us

Reporting Month: _____ **Year:** _____

Business Name: _____

Address: _____

REQUIREMENTS:

1. Monthly reports and payments must be submitted by the 15th day of the month following the month for which the tax is due (in our office or postmarked). Otherwise, reports are considered delinquent and penalties will apply.
2. Penalties:
 - After 15 days, \$10 or 15%, whichever is greater (LMC §3.16.110).
 - After 30 days, an additional \$10 or 15% whichever is greater, will be calculated on total amount of tax due (LMC §3.16.110).
 - 1.5% interest shall be charged on all delinquent remittances (LMC §3.16.130).
3. A return must be filed with the Finance Department even if there is no tax due.
4. A change of ownership must be filed and reported immediately to the Finance Department.
5. A final return must be filed and tax due paid within 30 days from the date your business is sold, transferred, or suspended.

IF THIS IS A FINAL RETURN, check here

TAX CALCULATION:

No. of Rooms: _____ Percent of Occupancy: _____
[Enter in decimal format (e.g.: 95% = 0.95)]

1. Gross Rent for Occupancy of Rooms: _____
2. Less: Rent for occupancy by permanent residents (those who have signed an agreement to rent for 30 consecutive days) _____
3. Taxable Rents: (Line 1 less Line 2) _____
4. Tax: (9% of Line 3) _____
5. Penalties: (if applicable -see Requirement 2) _____
6. Total Tax: (add lines 4 and 5) _____

Make check payable to:
City of Lathrop – Finance Department
390 Towne Centre Drive
Lathrop, CA 95330

I hereby certify that the statements made hereon are correct.

Authorized Signature _____
Date