



TRANSIENT OCCUPANCY TAX FORM

Name of Establishment: _____

Reporting Month/Year: _____

Room Reporting Information

- 1. Number of rooms available for rent _____
- 2. Occupancy Rate _____
- 3. Number of rooms occupied by exempt persons _____

Worksheet for T.O.T. Levy

- 1. Total rent charged for occupancy of rooms \$ _____
- 2. Allowable deductions
 - a. Permanent Residents \$ _____
 - b. Governmental Agencies \$ _____
 - c. Adjustments \$ _____
- 3. Total Deductions (total of a, b, and c) \$ _____
- 4. Taxable rents (line 1 minus line 3) \$ _____
- 5. Total Tax Due (14% of line 4) \$ _____
(due by 30th of the following month)
- 6. Penalties (10% of line 5) \$ _____
(due within 30 days of original due date)
- 7. Interest (1.5% per month of the total of line 5 plus line 6) \$ _____
- 8. Total Payment (add lines 5 through 7) \$ _____

I certify (or declare) under penalty of perjury that the foregoing information and tax calculations are true and correct.

Prepared by:

Name: _____ Title: _____
 Signature: _____ Date: _____
 Phone: _____ Email: _____

Please remit payment to:

City of Diamond Bar – Finance Department
 21810 Copley Drive
 Diamond Bar, CA 91765

Continued delinquency (beyond 30 days) will result in an additional 10% penalty of the unpaid tax.