COUNTY OF SANTA CLARA

Transient Occupancy Tax (TOT) Return

Every person providing transient lodging for remuneration in the unincorporated County of Santa Clara must collect a tax of eight (8%) on the rent paid, unless that rent qualifies for exclusion or exemption. All allowable exclusions and exemptions must accompany this return form. This tax is due and payable to the County, on or before the last day of the month following the close of period. For failure to pay by the amount prior to the due date, the lodging provider is subject to paying a penalty on the tax due. The initial penalty is ten percent (10%) of the amount due per month (max 20%). The interest rate is one and a half percent (1.5%) per month or fraction thereof. *Change of ownership, suspension, or disposal of business must be reported to us immediately.*

FILE ONLINE AT: https://santaclaracounty.hdlgov.com **ACCOUNT NO:** **PIN:**

Lodging Establishment Name and Address

_____

_____

_____

Reporting Period (MM / YYYY) _____

Number of Rooms Rented During the Period _____

Number of Rooms Available During the Period _____

This return is subject to audit:

1. Gross Rent Paid for Lodging	1. $ _____
Allowable Exemption for:	
2. Excluded Rent - Term (>30 days)** (Documentation must be attached)	2. $ _____
3. Federal/State/Business Exemption	3. $ _____
4. Total Exemptions	4. $ _____
5. Net Taxable Rent: (Line 1 minus Line 4)	5. $ _____
6. Tax (8% or 0.08 x Line 5)	6. $ _____
7. Penalty (Line 6 x 10% or 0.10 for each month past due. Max 20%)	7. $ _____
8. Interest (Line 6 x 1.5% or 0.015, for each month or fraction thereof)	8. $ _____
TOTAL AMOUNT DUE (Add Lines 6, 7 and Line 8)	**$** _____

I declare under penalties prescribed that the information provided in this return is true and correct to the best of my knowledge.

_____ _____

Signature Date

_____ _____

Print Name Title

Please make check payable to: **SCC DTAC**

Mail to: **County of Santa Clara TOT Processing Center**
8839 N. Cedar Ave #212 • Fresno, CA 93720

Need assistance? Email us at:
SantaClaraCounty@hdlgov.com Phone: (408) 550-9856

** Term Exclusion: For stays of more than thirty (30) continuous days, or 30 consecutive days stay. In the absence of a prior written contract, the tax must be collected for the first 30 days.