



CITY OF ORANGE

TRANSIENT OCCUPANCY TAX RETURN

City of Orange
300 E Chapman Ave
PO Box 11024
Orange CA
92856-8124
(714) 744-2239

Hotel: _____ **For the Month of:** _____
Location: _____ **Due on or Before:** _____
Payor #: _____ **Delinquent Date:** _____

1. Gross Rents: Receipts for the occupancy of all rooms.		\$
2. Exemptions: Receipts exempt from Transient Occupancy Tax (check types below). <input type="checkbox"/> Federal Government Employees (on official business only) <input type="checkbox"/> Federal Credit Union Employees (on official business only) <input type="checkbox"/> American Red Cross <input type="checkbox"/> Foreign Dignitaries (with supporting documentation) Only the above are accepted. Please include copies of <i>completed</i> Exemption Forms with this Return.		\$
3. Allowable Deduction: Rent from occupants who complete 31 or more consecutive days of lodging. The deduction applies beginning the 31 st day. The first 30 days are subject to Transient Occupancy Tax (see O.M.C. 5.16.020 for more information).		\$
4. Taxable Rents: Line 1 less Lines 2 and 3.		\$
5. Tax Payable: Line 4 x 10%. (100.0000.40610.00000)		\$
6. Penalty for Late Payment: (100.1221.40611.00000) A 10% penalty is assessed on payments received after the Due Date. A second 10% penalty is added one month after the Delinquent Date.		\$
7. Interest: (100.1221.40611.00000) Interest of 0.5% per month (or portion of) is assessed on the amount of tax due from the date it became delinquent until paid.		\$
8. Total Payment: Add lines 5 through 7. (100.0000.40610.00000)		\$

READ CAREFULLY BEFORE COMPLETING:

I declare under penalty of perjury that the foregoing information and tax calculations are true to the best of my knowledge.

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

Hotel: _____
Owner or Managing Company: _____
Mailing Address: _____

- Please make checks payable to: The City of Orange
- For more T.O.T. forms and information, visit www.cityoforange.org (Click on City Departments, Finance Department, General Revenue, Transient Occupancy Tax)
- E-mail questions & comments to: TOT@cityoforange.org, or call (714) 744-2239
- Mail to: City of Orange, TOT, PO Box 11024, Orange, CA 92856-8124
- Fax to: (714) 288-2170

OFFICE USE ONLY: