



CITY OF ORANGE

TRANSIENT OCCUPANCY TAX RETURN

City of Orange
300 E Chapman Ave
PO Box 11024
Orange CA
92856-8124
(714) 744-2269

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 (with A.R.C. ID and on official business only) <input type="checkbox"/> Foreign Dignitaries (with Mission Tax Exemption Photo ID Card) Please include copies of completed Exemption Forms with this Return.	\$
3. Allowable Deduction: Rent from occupants who complete 31 or more consecutive days of lodging. The first 30 days are subject to Transient Occupancy Tax (see O.M.C. 5.16.020 for more information on long term agreements).	\$
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 must be included with payments received after the Due Date. A second 10% penalty is added one month after the Delinquent Date.	\$ \$
7. Interest: (100.1221.40611.00000) Add Interest of 0.5% of the tax with each Late Payment Penalty and continue interest payments each month until all overdue taxes and penalties are 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 Departments, Finance Department, Transient Occupancy Tax)
- E-mail questions & comments to: TOT@cityoforange.org, or call (714) 744-2268
- Mail to: City of Orange, TOT, PO Box 11024, Orange, CA 92856-8124
- Fax to: (714) 288-2170

OFFICE USE ONLY: