



BUSINESS NAME: _____

OWNER: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____

RESIDENCE ADDRESS: _____

RESIDENCE PHONE: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

HOW LONG HAVE YOU OWNED OR OPERATED THIS BUSINESS? _____

ORGANIZATION IS (Circle one): INDIVIDUAL PARTNERSHIP CORPORATION

NAME OF PARTNERS OR CORPORATION OFFICERS

| | | |
|-------|-------|---------|
| _____ | _____ | _____ |
| Name | Title | Address |

| | | |
|-------|-------|---------|
| _____ | _____ | _____ |
| Name | Title | Address |

| | | |
|-------|-------|---------|
| _____ | _____ | _____ |
| Name | Title | Address |

| | | |
|------------------------|---|-------------|
| <u>NUMBER OF ROOMS</u> | | <u>RATE</u> |
| _____ | @ | _____ |
| _____ | @ | _____ |
| _____ | @ | _____ |

TOTAL NUMBER OF ROOMS _____ % OF OCCUPANY _____

| | | |
|-------|-----------|-------|
| _____ | _____ | _____ |
| Date | Signature | Title |





Month Ending:

Transient Occupancy Tax (TOT) and the Visalia Tourism Marketing District (VTMD) assessment are due within one month following the month in which the tax and assessment were collected (e.g., April TOT & VTMD due in May become delinquent on June 1st). A 10% penalty and an interest charge of .5% per month, or fraction thereof, will be assessed on delinquent payments. A second 10% penalty will be assessed if the TOT and VTMD remains unpaid 30 days after the delinquent date. Interest charges will continue to be assessed upon late payments and cumulative interest charges until the remittance is paid in full. Please note: postmarks are not accepted. Payments must be received in our offices by the last business day of the month in which they are due.

| | | |
|----|--|--|
| 1 | Gross rent for occupancy of room or trailer space | |
| 2 | Total number of rooms rented before deductions | |
| 3* | Less: Allowable deductions (rents for occupancy by permanent residents for at least 30 consecutive days) | |
| 4* | Rent covered by exemptions to representatives or employees of State or Federal Governmental Agencies | |
| 5 | Total allowable deductions (lines 3 & 4) | |
| 6 | Taxable rent (line 1 minus line 5) | |
| 7 | Tax - 10% of line 6 | |
| 8 | VTMD - 2% of line 6 (only hotels with 20+ rooms) | |
| 9 | Penalties (see above) | |
| 10 | Interest | |
| 11 | Tax, VTMD, Penalty & Interest (line 7 + 8 + 9 + 10) | |
| | Total Due | |

* (3) Please attach copy of written agreement between operator and occupant providing for a period of occupancy longer than 30 days. (4) Please attach Transient Occupancy Tax Exemption Certificate. Any exemption claimed must be accompanied by the proper documentation.

I declare, under penalty of making a false statement, that to the best of my knowledge and belief the statements herein are true and correct.

Signed: _____ Title: _____ Date: _____

Return this letter with payment to:

City of Visalia – Transient Occupancy Tax
Attn: April Verkaik - Finance Department
707 West Acequia Ave
Visalia, CA 93291

| | | | |
|--------------------------|-----------------|------------|---|
| Official Use Only | | | |
| TOT | 1010-41012 - \$ | _____ | |
| Penalty | 1010-44215 - \$ | _____ | |
| VTMD | 3650-41013/- | - \$ _____ | |
| VTMD Penalty | 3650-44215/- | - \$ _____ | Date Rec'd _____ Ck. No: _____ Initial: _____ |

RESIDENT HOTEL TAX EXEMPTION FORM FOR A MONTH OR LONGER HOTEL STAY

IF YOU ARE STAYING MORE THAN A MONTH YOU ARE ELIGIBLE TO BE TAX EXEMPT, PLEASE FILL IN THIS FORM OTHERWISE TAXES WILL BE APPLIED TO YOUR STAY.

GUEST NAME: _____

SIGNATURE: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY PHONE NUMBER: _____

ARRIVAL DATE: _____

DEPARTURE DATE: _____

FOLIO NUMBER: _____

HOTEL: _____



**CITY OF VISALIA-FINANCE DEPARTMENT
707 WEST ACEQUIA AVENUE, VISALIA,
CALIFORNIA 93291**



CITY OF VISALIA
 FINANCE DEPARTMENT
 707 W Acequia Ave
 Visalia, CA 93291
 Telephone: (559) 713-4411
 april.verkaik@visalia.city

**TRANSIENT OCCUPANCY FEDERAL TAX EXEMPTION FORM
 FOR ANY FEDERAL, CALIFORNIA CITY, COUNTY, OR STATE
 GOVERNMENT OFFICER OR EMPLOYEE TRAVELING ON OFFICIAL
 GOVERNMENT BUSINESS**

This is applicable to any Federal, California city, county or state government officers or employees **when on official business** (not personal travel).

(NAME OF HOTEL/MOTEL)

This is to certify that I, the undersigned, am a representative of the governmental agency indicated below, that my stay at this hotel is for official business and not for personal purposes, and that the charges for the occupancy, at the above establishment on the dates set forth below, have been paid for by such governmental agency. I understand that I am only entitled to receive this exemption by providing proof that I am traveling on official business and it is my responsibility to secure the correct documentation in order to obtain the exemption.

DATES OF OCCUPANCY FROM: _____ TO: _____

 (GOVERNMENTAL AGENCY NAME) (SIGNATURE OF GOVERNMENT EMPLOYEE) (DATE)
 Signed Under Penalty of Perjury

Address of Employee's Home Office: _____

 (NAME OF DIRECT SUPERVISOR) (PHONE NUMBER)

NOTE: Hotel operators or employees should not accept this certificate as valid unless it is paid for by a U.S. Government, California city, county, or state government business credit card or company check. Attach a photocopy of one of the following three documents along with the TOT tax filing for the month in order to document exemption to the City of Visalia.

- A copy of the official government agency travel orders or travel authorization form listing the specific employees' names and dates traveling; or
- A letter signed by a supervisor/manager on either government agency letterhead or a government agency form that shows the employees' names and dates of travel on official business; or
- A copy of a government issued Purchase Order or government issued check listing the employees' names that will be traveling and the dates of travel; or
- A business card.

An employee without proper documentation must pay the tax. A government entity could request a refund by submitting a copy of this form directly to the City of Visalia Finance Department by mail, fax, or email with proper documentation from list above.

NOTE:

- A separate exemption certificate is required for each person claiming exemption for each hotel.
- Please submit all exemption forms along with monthly TOT remittance filing.
- If a form is not received and it is not completed properly, the exemption will not be accepted.
- Exemption forms must be mailed with TOT return.



Visalia Hotel and Short Term Rental Owners:

As a reminder, Transient Occupancy Tax (TOT) and the Visalia Tourism Marketing District (VTMD) assessment are due within one month following the month in which the tax and assessment were collected (e.g., April TOT & VTMD due in May become delinquent on June 1st). A 10% penalty and an interest charge of .5% per month, or fraction thereof, will be assessed on delinquent payments. A second 10% penalty will be assessed if the TOT and VTMD remains unpaid 30 days after the delinquent date. Interest charges will continue to be assessed upon late payments and cumulative interest charges until the remittance is paid in full. Please note: postmarks are not accepted. Payments must be received in our offices by the last business day of the month in which they are due.

Currently, it seems as if the postal service may be taking longer than normal to process and deliver the mail. Please take this into account when sending in your payment and allow for the extra time that the postal service may be taking to avoid any penalties or interest charges. For your convince, the City can also take payments in person at 707 West Acequia Ave during the hours of 8:00 am to 4:30 pm, Monday through Thursday.

Thank you

City of Visalia – TOT Departmnet

559-713-4352

TOT@visalia.city