



Name:

Short-Term Rental Address:

Month Ending:

Monthly TOT Remittance Form

Transient Occupancy Tax (TOT) assessment is due within one month following the month in which the tax and assessment were collected (e.g., April TOT is due in May become delinquent on June 1st). A 10% penalty and/or 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 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.

Table with 3 columns: Line Number, Description, and Amount. Rows include: 1 Total number of room(s) or home rented for the month; 2 Gross rent for occupancy of room(s) or home; 3\* Less: Rent for occupancy by permanent resident(s) for at least 30+ consecutive days; 4\* Less: Rent covered by exemptions to representatives or employees of State or Federal Governmental Agencies; 5 Total taxable rent (lines 2 minus 3 & 4); 6 Tax - 10% of line 5; 7 Late Penalties (10% of line 6); 8 Interest Charge (Any previous month balance owed x .5%); 9 Total Due - Tax, Penalty & Interest (line 6 + 7 + 8); 10\* Prepaid by third party (Airbnb, VRBO, etc.)

\* (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.

\* (10) Please attach copy of earnings report from third party vendor for the month listed above.

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: Mikki Dowling - Finance Department
707 West Acequia Ave, Visalia, CA 93291