



**CITY OF REDWOOD CITY
Transient Occupancy Tax
Tax Return**

Mail To:
**FINANCE DEPARTMENT
Revenue Services Division
P. O. Box 3355
Redwood City, CA 94064**

Name: _____

Address: _____

Tel: (650) 780-7214

Fax: (650) 368-6974

FOR THE MONTH OF _____

(Includes all collection from the first to the last day of the month)

Due on or before the last day of the month following the close of each calendar month

1. Total receipts from room rentals..... \$ _____

EXEMPTIONS

2. Room occupied in excess of thirty (30) days \$ _____

3. Rooms occupied by government officials or employees (foreign, federal,
and state) who are on official business..... \$ _____

4. **TOTAL EXEMPTIONS** (line 2 plus line 3) \$ _____

5. Taxable receipts (line 1 less line 4)..... \$ _____

6. **Amount of tax due (12% of line 5)** \$ _____

7. Interest \$ _____ Penalty \$ _____ \$ _____

TOTAL (remit in full)..... \$ _____

*A \$15.00 service charge is imposed on all returned checks and can only be redeemed
by cash, money order or cashier's check.*

**All taxes collected by the operators under Sec. 32.79 of the City Code of Redwood City are held in trust for the
City until payment thereof is made to the City Tax Administrator.**

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Signed _____ Dated _____

Title _____ (owner, partner, agency or officer if Corporation, Trustee, etc.)

Return this form with remittance – Make duplicate for your records.

*Payment will be considered delinquent and a 10% penalty will be added if it is not received on or before the last
day of the month following the close of the calendar month for which it applies. **This will be strongly enforced.***

*An additional 10% penalty, plus 1% per month interest, will be assessed if the delinquent amount is not paid
within thirty (30) days of the date in which the payment is initially considered delinquent. There is a 25% penalty
if non-payment is due to fraud. It is owner's responsibility to make sure payment is received in a timely manner.*