



CITY OF GLENDALE, CALIFORNIA

Finance

141 N. Glendale Ave., Suite 346
Glendale, CA 91206-4975
Tel. (818) 548-2085 Fax (818) 956-3286
glendaleca.gov

TRANSIENT OCCUPANCY TAX RETURN

(Sample)
John Smith
400 South Maple Ave.
Glendale, CA 91206

Period from _____ to _____

Property Location _____

1.	GROSS RENTAL RECEIPTS (all sources)	\$
2.	DEDUCTIONS (see below)	\$
3.	TAXABLE RENTS (Line 1, less line 2)	\$
4.	TAX – 12% of line 3	\$
5.	PENALTY (see below)	\$
6.	INTEREST – ½% per month	\$
	TOTAL TAX line 4 plus lines 5 & 6	\$

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

Signed: _____ Title _____ Date: _____

DEFINITIONS:

TRANSIENT: Any person who exercises occupancy of space for 30 calendar days or less.

PERMANENT: Any person who exercises occupancy of space for 31 calendar days or more.

GOVERNMENTAL AGENCY EXEMPTION: Any FEDERAL or STATE OF CALIFORNIA officer or employee on official business. Any officer or employee of a foreign government exempt by reason of federal law or international treaty. (Exemption certificate must be completed by patron and sent to Finance Department with this return).

DEDUCTIONS:

Permanent Residents \$ _____

Governmental Agencies \$ _____

Total deductions (enter on line 2) \$ _____

PENALTY & INTEREST AS COMPUTED BELOW (enter totals on line 5 & 6)				
Month Ending:	Due by:	1 st Delinquency Date on or after:	2 nd Delinquency Date on or after:	Computation of Delinquency penalty:
		10% of tax	20% of Tax	Tax from line 6: \$ _____ Penalty - 10% or 20% of tax (enter on line 5): \$ _____
INTEREST @ ½ of 1% per month of tax until paid (enter on line 6)			\$ _____	

If business is terminated, sold or transferred: final return and payment of tax is due within (15) days.

Make checks payable to CITY OF GLENDALE and Mail To: Finance Department ♦ 141 N. Glendale Ave., Room 346 ♦ Glendale, CA 91206