

**Property Management Company
Quarterly Tax Return
Filing Instructions**

STEP 1: COMPLETE Electronic Tax Return Form:

1. Locate electronic tax return form called **Property Management Company Quarterly Tax Return** (excel spreadsheet) on Town of Truckee website. Open the form and save a copy.
2. Choose the appropriate **Period Covered** and **Quarter** from the drop-down lists. **Due date** will calculate automatically.
3. Type **Company Name**.
4. The Town assigns a **Property Management RCN** (Registration Certificate Number).
5. In the **Property Manager Signature** field, type the name of the person responsible for filing the tax return. This signature will be treated as an original for all purposes.
6. For each property, complete the **Taxable Rents** portion of the spreadsheet:
 - a. Include **Gross \$ Collected** and any **Exempt Amount** for ALL active short-term rental properties, even if the property was not rented for the applicable quarter.
 - b. **Taxable Rent** and **Tax Due** will calculate automatically based on input.
 - c. Reconcile total **Tax Due** in the blue Summary section in header to the total Tax being submitted to the Town (via check).
 - d. Please feel free to use Column S for any **Property Notes**.
7. For a change in **PROPERTY STATUS**
 - a. For **NEW** properties:
 - i. Add the new property address and owner to the spreadsheet. Town staff will issue a Town ID# for that property.
 - ii. Report any tax due for the new property.
 - b. For **INACTIVE** properties either:
 - i. Use the “Notes” column to indicate that the property is INACTIVE and remove the property from the list on your NEXT tax return, or
 - ii. Remove the property from the list on your current tax return and notify Town staff of the removed property by email or phone.
 - iii. Inactive properties are those that are no longer being rented or have changed to permanent Long-Term status.

STEP 2: EMAIL Tax Return to:

tot@townoftruckee.com

Email options in workbook:

1. If macros are enabled in the Excel spreadsheet, click on the BLUE button at the top (right side) of the tax return to automatically generate an email message with the completed tax return attached.

-OR-
2. Click on the blue link “Email return to: TOT@townoftruckee.com” to generate an email message to the Town’s email address, but remember to include your tax return as an attachment.

STEP 3: PRINT & SIGN Payment Coupon:

Printing options in workbook:

1. If macros are enabled in the Excel spreadsheet, click on the GREEN button at the top right side of the tax return to automatically print a payment coupon. Sign the coupon.

-OR-
2. Navigate to the “Payment Coupon” sheet in the Excel file. Print and sign the coupon.

STEP 4: MAIL payment coupon and payment check to:

***Town of Truckee
Attn: Treasurer
10183 Truckee Airport Rd
Truckee, CA 96161***

Payment coupon and payment check must be ***postmarked by Due Date*** as noted on tax return form.

Since the Property Management Quarterly Tax Return has already been emailed to the Town, it is NOT necessary to mail a copy to the Town with payment. Mail only the payment coupon and payment.