

**TOWN OF TRUCKEE  
TRANSIENT OCCUPANCY TAX  
Pursuant to Municipal Code Chapter 3.24**

**TAX RETURN**

**INSTRUCTIONS:**  
Make checks payable to and mail to:  
Town of Truckee  
Attn: Treasurer  
10183 Truckee Airport Rd.  
Truckee, CA 96161-3306  
530-582-7700

**Note:** Even if there is no tax due, a tax return must be filed with the Town of Truckee

**Property:**  
 **REGISTRATION CERTIFICATE NO.**

Calendar Year		
Quarter Ending	Taxes Due (Postmark Date)	
March 31	May 1	
June 30	August 1	
September 30	November 1	
December 31	February 1	

1. Total # of nights rented..... \_\_\_\_\_  
Total rents received for occupancy ..... \$ \_\_\_\_\_

2. **EXEMPTIONS:** Rents received for rental units occupied more than 30 consecutive days by the same party..... \$ \_\_\_\_\_

3. Taxable receipts (Line 1 less line 2)..... \$ \_\_\_\_\_  
**Including**, but not limited to, nightly rents, weekly rents, standard cleaning fees, cancellation charges, pet fees, forfeited deposits, internet charges, late check-out fees, extra person fees, resort fees and insurance premiums.  
**Excluding**, but not limited to, equipment charges (i.e. roll-away beds, cribs, etc.), refundable deposits, optional insurance premiums, valet services, parking permits/fees, golf fees, phone charges, in-room movie charges and items subject to CA Sales tax (i.e. taxable meals).

For more details, visit <http://www.townoftruckee.com/departments/transient-occupancy-taxes>

4. Transient Occupancy Tax Due (10% of line 3)..... \$ \_\_\_\_\_

**Effective October 1, 2015 – Truckee Tourist Business Improvement District (TTBID)**  
(Collected on behalf of the Chamber of Commerce)

5. Taxable receipts (From line 3) ..... \$ \_\_\_\_\_

6. **Exemptions:** Reservation contracts executed prior to October 1, 2015 are not required to include the 2% TTBID assessment. .... \$ \_\_\_\_\_

7. TTBID Taxable Amount: (Line 5 less Line 6) ..... \$ \_\_\_\_\_

8. TTBID Tax Due (2% of line 7) ..... \$ \_\_\_\_\_

9. **TOTAL TAXES DUE IF PAID ON TIME** (Sum of lines 4 and 8) ..... \$ \_\_\_\_\_

10. IF LATE, calculate Penalties **AND** Interest, pursuant to chapter 3.24.080:  
Number of months delinquent (round up to nearest whole month) \_\_\_\_\_

**A. Late Payment Penalty**

- Up to 1 month late = 10% x (line 9)
- Up to 2 months late = 20% x (line 9)
- Up to 3 months late = 30% x (line 9)
- Up to 4 months late = 40% x (line 9)
- Up to 5 or more months late = 50% x (line 9).....\$ \_\_\_\_\_

**AND**

**B. 1 1/2% Interest Penalty**

Number of months delinquent \_\_\_\_ x .015 (1 ½ %) x (line 9).....\$ \_\_\_\_\_

**TOTAL TAX DUE INCLUDING PENALTIES** (Lines 9 + 10A + 10B).....\$ \_\_\_\_\_

