

# TAX RETURN

## TOWN OF TRUCKEE TRANSIENT OCCUPANCY TAX

Make checks payable to and mail to:

Town of Truckee

Attn: Treasurer

10183 Truckee Airport Rd.

Truckee, CA 96161-3306

RCN  
(REQUIRED)

**INSTRUCTIONS:** Fill in applicable cells and follow instructions to calculate taxes and late fees. Completed/signed tax form (2-pages) can either be printed and mailed with tax payment or emailed to [tot@townoftruckee.com](mailto:tot@townoftruckee.com). **Please note property address and/or RCN in check memo/email subject.**

**Property Address (REQUIRED)**

**Contact Info  
(REQUIRED)**

Name

Street Address

City, State, Zip

Updated contact info?

Rents must be reported by quarter (select criteria from drop down menus):

Calendar Year					
Quarter Start					
Quarter End					

*Input values as \$ unless noted as otherwise (#)*

<b>1</b>	<b>Number of nights rented (#)</b>				
<b>2</b>	<b>Taxable rents received for occupancy</b>	<i>List of taxed items on Pg. 2</i>			
<b>3</b>	<b>Exemptions</b>	<i>Rents received for stays 31 consecutive nights or more by the same party</i>			
<b>4</b>	<b>Taxable Amount</b>	<i>Line 2 minus Line 3</i>			
<b>5</b>	<b>Transient Occupancy Tax Due (10%)</b>	<i>10% of Line 4</i>			
<b>6</b>	<b>Truckee Tourist Business Improvement District - Assessment Due (2%)</b>	<i>TTBID assessment is collected on behalf of the Chamber of Commerce 2% of Line 4</i>			
<b>7</b>	<b>Total Taxes Due (If paid on time)</b>	<i>Line 5 plus Line 6</i>			
<b>8</b>	<b>Months Late (#)</b>	<i>To calculate # of months late, refer to schedule on Pg. 2</i>			
<b>8a</b>	<b>Late Payment Penalty</b>	<i>Up to 1 month late = 10% x Line 7 Up to 2 months late = 20% x Line 7 Up to 3 month late = 30% x Line 7 Up to 4 months late = 40% x Line 7 Up to 5 or more months late = 50% x Line 7</i>			
<b>8b</b>	<b>Interest (1.5% per month late)</b>	<i>Line 8 (# of Months Late) x .015 x Line 7</i>			
<b>8c</b>	<b>Total Late Fees</b>	<i>Line 8a plus 8b</i>			
<b>9</b>	<b>Total Tax Due (Taxes + Late Fees)</b>	<i>Line 7 plus Line 8c</i>			

**ADDITIONAL REPORTING REQUIRED ON PAGE 2**

# CERTIFICATION

RCN

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Owner, Partner, Officer of Corp, Trust, etc.

Email Address \_\_\_\_\_

Updated email address?

Would you like a reminder to file via email?

**Quarterly Tax Return Schedule**

Quarter Start	Quarter End	Taxes Due
1-Jan	31-Mar	1-May
1-Apr	30-Jun	1-Aug
1-Jul	30-Sep	1-Nov
1-Oct	31-Dec	1-Feb

**Note: Even if there is no tax due, a tax return must be filed. An online form to claim zero rents received can be located at [www.townoftruckee.com/TOTForms](http://www.townoftruckee.com/TOTForms) (or fill out a paper form).**

**Taxed items INCLUDE**, but are 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.

**Taxed items EXCLUDE**, but are 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).

**Duties and obligations of short-term rental operators can be found at [www.townoftruckee.com/TOT](http://www.townoftruckee.com/TOT)**

### Attention:

When providing a check as payment, you authorize the Town of Truckee to either use information from the check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction. For inquiries please call the Town of Truckee TOT Department at 530-582-5280 or email