



City of Ridgecrest

Finance Division
 100 W. California Ave · Ridgecrest, CA 93555
 (760) 499-5020 · Fax (760) 499-1520

www.ridgecrest-ca.us

Transient Occupancy Tax and Ridgecrest Tourism Improvement District Assessment Return

Name of Hotel/Motel: _____

Address: _____

For Month Ended: _____, 20____ Phone: _____

1. Total Gross Monthly Receipts from Room Rentals \$ _____

EXEMPTIONS (certificate(s) must be attached)

2. Rooms occupied more than thirty days \$(_____)

3. Other Exemptions (See Instructions) \$(_____)

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

5. TAXABLE RECEIPTS (Line 1 less Line 4) \$ _____

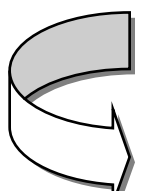
6. TOT Due – 10% of Line 5 \$ _____

7. RTID Assessment Due – 2% of line 5 \$ _____

8. TOTAL TOT AND RTID (Total of Lines 6 and 7) \$ _____

9. Interest (See "Notice" below) \$ _____ Penalty \$ _____

TOTAL DUE (Total of Lines 8 and 9) \$ _____

<i>CERTIFICATE</i>	<i>Occupancy Calculation (Required)</i>	
I hereby declare under the penalty of perjury that I have examined this report and that the statements made and the figures shown herein and in any accompanying schedules are, to the best of my knowledge and belief, a true and complete return, made in good faith for the period stated, pursuant to the City of Ridgecrest Transient Occupancy Ordinance.	1. Total Rooms: _____	
	2. Number of Days in Month: _____	
	3. Total Room Days Available: _____ (Line 1 x Line 2)	
	4. Number of Room Days Rented: _____	
	5. Occupancy Rate (%): _____ [(Line 4 divided by Line 3) x100]	
 Sign: _____ Title: _____ Date: _____	Notice	
	A penalty of 10% will be added after delinquent date. Interest is charged at ½% per month or fraction of month after delinquent date.	
	See reverse for Due Date information.	

INFORMATION

NOTE: Transient guests are persons who occupy a hotel/motel room or lodging space for a period of thirty days or less. Persons occupying a hotel/motel room or lodging space for more than thirty days becomes exempt from these taxes on day thirty-one.

- **NATURE OF TAXES:**

- Transient Occupancy Tax (TOT) Pursuant to Municipal Code, Chapter 3, Article 4 a City Tax of 10% will be levied on the total amount paid for room rental by every transient guest.
- Ridgecrest Tourism Improvement District (RTID) Pursuant to Resolution 12-72, this 2% assessment is a benefit assessment to fund marketing and sales promotion efforts for the Ridgecrest lodging businesses. The RTID will have a five year life beginning October 1, 2012.

- **EXEMPTIONS** – The tax does not apply to the following items:

- a) Charges for meals or miscellaneous services other than room rental.
- b) Any officer or employee of a foreign government who is exempt by reason of express provision of Federal law or international treaty.
 - **Diplomats are covered by the treaty, individual military members are not.**
 - **If claiming an exemption for an entire foreign group, a copy of their Mission Exemption card and form of payment must be attached to the exemption claim form.**
- c) Any person renting a room for more than thirty consecutive days. Exemption begins on the 31st day.

Exemption Claim Forms must be completed correctly, and returned with your tax return form. If these forms are not submitted when the exemption is claimed, an invoice will be sent to you for the outstanding tax plus any applicable penalties and interest.

- **DUE DATE** – The operator of any hotel, motel or rooming house will be required to collect the tax from their guests at the time payment for such room rental is made. The tax collected shall be reported and paid to the City of Ridgecrest and either received in the Finance Department or, if mailed, postmarked on or before the last day of the month following the close of each reporting month. For example: taxes collected during the month of June must be received in the Finance Department on or before our last business day in July or postmarked on or before July 31st.
- **PENALTIES** – A penalty of 10% of the amount of tax due will be added if the tax is not paid by the date due. Interest shall be imposed at the rate of ½ % per month or fraction of month after the date due.
- **FILING** –Monthly tax returns must include all information required, including the section on occupancy calculation, in order for the return to be deemed received. The completed tax return, exemption claim forms (if applicable) and payment, payable to City of Ridgecrest, can be dropped off at or mailed to:

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