



City of Ridgecrest

100 West California Ave * Ridgecrest * CA * 93555

TRANSIENT OCCUPANCY TAX RETURN

HOTELS, MOTELS AND ROOMING HOUSES
Pursuant to Municipal Code, Chapter 3.4

Name of Hotel/Motel: _____

Address: _____

For Month Ended: _____ 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 \$ (_____)

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

6. Amount of Tax Due – 10% of Line 5 \$ _____

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

TOTAL DUE (Line 6 + Line 7) \$ _____

CERTIFICATE

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.

Do Not Fail to
Sign Here

Signed _____

Title _____

Date _____

Occupancy Calculation

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]

Notice

The tax will be delinquent if not paid within 30 days from the close of the reporting period.

A penalty of 10% will be added after delinquent date. Interest is charged at 1/2% per month or fraction of month after delinquent date.

INFORMATION

- **NATURE OF TAX** – 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. Transient guests are all persons who occupy a hotel room, motel room or lodging space for a period of thirty days or less. The tax does not apply to persons who rent a room for more than thirty consecutive days.
- **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.
 - c) Persons who rent a room for more than thirty consecutive days. Exemption begins on the 31st day.

Exemption Claim Forms must be returned with your report. If Exemption Claim Forms are not submitted when the exemption is claimed, an invoice will be sent to you for the tax outstanding plus 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 within 30 days from the close of the month for which the tax was collected. For example: taxes collected during the month of June must be paid to the City on or before July 30th.
- **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** – The monthly tax return must include all information required in order for the return to be deemed received. The completed tax return, exemption claim forms (if applicable) and check, payable to City of Ridgecrest, should be mailed to:

City of Ridgecrest
Finance Department
100 West California Ave.
Ridgecrest, CA 93555

