

**CITY OF PETALUMA, COUNTY OF SONOMA
TOURISM BUSINESS IMPROVEMENT AREA**

Reporting Period	Business Name	
From: _____	1 Gross rent charged, excluding tax	\$ _____
To: _____	2 Less rent on rooms occupied more than 30 days	\$ _____
	3 Less government employee exemptions	\$ _____
	4 Net receipts (line 1 less lines 2 & 3)	\$ _____
ASSESSMENT IS DUE 15 DAYS AND DELINQUENT 30 DAYS FOLLOWING THE CLOSE OF THE REPORTING PERIOD SHOWN ABOVE.	5 Rate (multiply line 4 x 2%)	X.02
	6 Amount of assessment due	\$ _____
	7 Penalty (see no. 3 below)	\$ _____
	8 Interest (see no. 4 below)	\$ _____
	9 TOTAL AMOUNT DUE	\$ _____
<p>Please complete this form and keep a copy for your records.</p> <p style="text-align: center;">I declare under penalty of perjury that the above amount is true and correct to the best of my knowledge and belief.</p>		
<p>Make checks payable to: City of Petaluma</p> <p>Mail return to: City of Petaluma Attn: BIA Collection Officer Finance Department P.O. Box 61 Petaluma, CA 94953</p> <p>Inquiries: 707-778-4352 Email: financeemail@cityofpetaluma.org</p>		
<p>Signed: _____</p> <p>Title: _____ Date: _____</p> <p style="text-align: center;">NOTE: Tax return must be filed even if no tax is due.</p>		

INFORMATION ON TOURISM BUSINESS IMPROVEMENT AREA

1. Even if there is no assessment due, a return must be filed each month.
2. Delinquent Date is 30 days following the close of the reporting period (i.e. end of previous month).
3. Penalties - If paid within 30 days after the delinquent date, add 10% of the amount of the tax (line 6). If paid more then 60 days after delinquent date, the penalty is 20% of the amount of tax (line 6).
4. Interest - In addition to penalty, 1 1/2% per month or fraction thereof on the amount of tax (line 6) from delinquent date to date of payment.
5. Remittance - Checks, drafts, postal notes and money orders are accepted by the Collection Officer subject to collection and do not constitute payment until cleared.
6. All records substantiating the return must be retained for a period of not less than three (3) years from the date of payment.
7. Change of address or ownership must be reported immediately to the Collection Officer.
8. If business is sold or suspended, closing return and payment shall be sent immediately to the Collection Officer.

Collection pursuant to Sonoma County Resolution 04-0850, dated September 14, 2004, and Resolution 04-0984, dated October 12, 2004.