City of Petaluma
Transient Occupancy Tax Return

You are required to submit this return monthly and pay the tax pursuant to Petaluma Municipal Code 4.24.060.D. This return accompanied by your remittance and exemption claims must be **filled out completely** and filed with the Finance Department no later than the 15th of the following month. If the amount is 0, please report that fact. You can send in reports via email to: financeemail@cityofpetaluma.org

Owner / Manager:_____ Business Name:_____

Certificate Number

Business Address:_____ _____

Reporting Period: Please select the reporting month and year

☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ June ☐ July ☐ Aug ☐ Sept ☐ Oct ☐ Nov ☐ Dec **Year ____**

Total number of nights rented_____

Average monthly occupancy percentage rate_____ %

Please check box if no gross receipts:
☐ No rental this month

1	Gross Rent Charged (excluding taxes)	$
2	Less Rents for non-transients (stays beyond 30 days) Attach worksheet with details	$
3	Total Taxable Rents	$
4	Tax: (multiply 10% X Line 3)	$
5	Add Penalty if applicable *10% of amount due if up to 30 days late. An additional penalty of 10% is due for an additional 30 day late period.*	$
6	Add Interest if applicable *In addition to penalties, interest will be added to the amount due at the rate of ½ of 1% (.005%) per month from the date on which the remittance first became delinquent until it is paid.*	$
7	**Total Amount Due (add lines 4, 5, 6)**	$

Make Checks Payable to: City of Petaluma, Finance Department, PO Box 61, Petaluma, CA 94953

I hereby certify under penalty of perjury that the foregoing statements contained in this return are true and correct to the best of my knowledge and belief.

Date:_____ Signature:_____

Name / Title: _____