



TRANSIENT OCCUPANCY TAX (TOT) REMITTANCE FORM

Form and taxes must be received on or before the last day of the month following the quarterly reporting period. Even if there is no tax due, this form must be submitted each reporting period. Please return the completed form via mail, e-mail, or in person using the contact information at the bottom of this form.

Table with 5 columns: Due Date, Reporting Period, Select reporting period, Add Calendar Year. Rows include April 30, July 31, October 31, January 31 and their respective reporting periods.

Check appropriate box & fill in requested information.

Form with checkboxes for Hotel/Motel and Short-Term Rental, including fields for Property Name, Hosted Nights, Un-Hosted Nights, and Hosting Platform (Websites) Used.

Table with 5 columns: Business License #, # of Rooms Rented, Property Address, Average Room Rate, Average Occupancy Rate. Includes sub-headers and a note: (Rooms booked divided by rooms available for the reporting period.)

Has there been a change in ownership since the last report? [] Yes [] No

Table for Transient Occupancy Tax (TOT) Calculation with columns: Transient Occupancy Tax (TOT) Calculation, Airbnb Only, Any Other Hosting Platforms (Not including Airbnb). Rows include Gross revenue from rent, Exemptions, Taxable rents, Tax amount, Penalties, Interest, and Total Amount Due.

* Attach letter of explanation. See Town Code Sec. 25.30.016 for exemptions.
** Penalties and Interest if delinquent. See Town Code Sec. 25.30.035 for details.

I declare under penalty of perjury that all information above is true and correct to the best of my knowledge. I have read and understand all provisions of the Town Code Chapter 25, Article III regarding Transient Occupancy Tax (TOT).

Owner Signature _____ Owner – Print Name _____ Date _____