Transient Occupancy Tax (TOT) Return for FY 2020-21 (*Effective July 1, 2020*)

Current TOT Rate: 12.87%

Payment for following quarter:

( ) QTR 1 - July 1 through September 30, 2020
( ) QTR 2 - October 1 through December 31, 2020
( ) QTR 3 - January 1 through March 31, 2021
( ) QTR 4 - April 1 through June 30, 2021

Mail to: City of Union City
Finance Dept.
34009 Alvarado-Niles Road
Union City, CA 94587
(510) 471-3232

Business Name _____
Address _____
_____
Date Return Prepared _____
Prepared By & Title _____
Phone # & E-mail _____

Full Occupancy/Month 100%
Actual Occupancy Percentage (%):
Month 1 _____
Month 2 _____
Month 3 _____

INSTRUCTIONS

1. Form must be filled out completely and correctly.
2. Penalties for Delinquency. Return is delinquent after one (1) calendar month from close of tax period. Penalty is 10% of tax due plus interest of 6%. Please mark appropriate tax period at the top of this sheet.
3. Change of mailing address must be filed and reported immediately to City of Union City Finance Department.
4. If business is disposed or suspended, closing return must be filed and reported immediately to the City of Union City Finance Department.
5. To avoid penalty, mail proper remittance prior to the end of one (1) calendar month after end of the tax period.

TOT CALCULATIONS

1) **GROSS RENT FOR OCCUPANCY OF ROOMS:**

$_____	$_____	$_____	$_____
Month 1 of quarter	Month 2 of quarter	Month 3 of quarter	**Total of Months**

LESS: ALLOWABLE DEDUCITONS

2) Rent for occupancy by permanent residents (One who occupies or has right of occupancy over 30 consecutive days.) $ _____

3) Rent for occupancy where charge is less than $2.00 per day. $ _____

4) Rent covered by Govt. Agency Exemption Certificates. $ _____

5) TOTAL ALLOWABLE DEDUCTIONS: Lines 2 + 3 + 4 $ _____

6) TAXABLE RENTS: Line 1 minus Line 5 $ _____

7) **FY 2020-21** Tax: **12.87%** of Line 6. $ _____

8) PENALTIES: 10% of Line 7 for each month or fraction thereof after delinquent date. ***Enter Months Delinquent*** → _____ $ _____

9) TOTAL TAX & PENALTY: Line 7 + Line 8 $ _____

10) Credit or Debit from Prior Return. ***Enter Credits as Negatives (-)*** $ _____

11) TOTAL DUE TO CITY OF UNION CITY $ _____

I DECLARE UNDER PENALTY OF MAKING A FALSE STATEMENT THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE STATEMENTS HEREIN ARE CORRECT AND TRUE.

_____ _____ _____
Signed (Signature and Print Name) Title Date