



Please send completed Tax Return with Payment to :

**CITY OF OAKLAND**  
**REVENUE DIVISION**  
**150 Frank H Ogawa Plaza, Suite 5342**  
**Oakland, California 94612**



If this is your final month's return, check here and provide the effective date (month, day, year) in which you discontinued operation of the hotel/motel listed below: \_\_\_\_\_

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**RETURN OF TRANSIENT OCCUPANCY TAX FOR THE PERIOD ENDING:** \_\_\_\_\_  
**Must be completed by the hotel Administrator**

- MONTHLY** If your annual gross rents\* are \$100,000 +
- QUARTERLY** If your annual gross rents\* are between \$5,000 and \$99,999
- ANNUALLY** If your annual gross rents\* are under \$5,000

**Business Name:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_  
**Business Address:** \_\_\_\_\_

Frequency is assigned by City Staff. Any change from Monthly must be approved.

<b><u>IF MONTHLY</u></b> On or before the 10th day following each calendar month	<b><u>IF QUARTERLY</u></b> On or before the last day of the month following close of each calendar quarter	<b><u>IF ANNUALLY</u></b> On or before January 31st for previous calendar year
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1. Gross rent for occupancy of rooms (round to nearest dollar) \* \$ \_\_\_\_\_
2. Rent for occupancy by non-transient residents and/or TOT exemptions (round to nearest dollar) \$ \_\_\_\_\_
3. Taxable rents (line 1 minus line 2) \$ \_\_\_\_\_
4. Tax: 14% of line 3 \$ \_\_\_\_\_
5. Credit (If previously approved by this office) \$ \_\_\_\_\_
6. Net tax (line 4 minus line 5) \$ \_\_\_\_\_
7. Penalty - 25% for late payment \$ \_\_\_\_\_
8. Interest - 1% of tax plus penalty per month, for late payment, until paid \$ \_\_\_\_\_
9. Adjusted amount due (add lines 6 through 8): \$ \_\_\_\_\_
9. Payment enclosed: \$ \_\_\_\_\_

**Note: A separate return must be filed for each reporting period and each business location.**

Please make check payable to: "**City of Oakland – Transient Occupancy Tax**"

Mail original completed return with payment to the above address and make a copy for your records. DO NOT change any of the pre-printed information on this Transient Occupancy Tax Declaration.

*A payment is considered delinquent if both the payment and subsequent Transient Occupancy Return are not BOTH received on or before the due date.*

**I declare under penalty of perjury that to the best of my knowledge all information contained in this statement is true and correct.**

**Signed:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* Gross rent includes the total of Transient **plus** Residential (non-transient) income.

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