CITY OF ONTARIO
TRANSIENT OCCUPANCY TAX REPORTING FORM

Business License #_____

Hotel Name _____

Hotel Address _____

Hotel Contact _____
(Name) (Title) (Phone)

Computation of transient occupancy tax from _____ thru _____
(mm/dd/yyyy) (mm/dd/yyyy)

To avoid penalty, payment must be made on or before the last day of the month following the close of each previous month.

Receipts

1. Total room nights available (multiply number of rooms by number of days in month)…..…. _____
2. Total room nights rented……..…….... _____
3. Total rental receipts (tax excluded)…… ..……..…….$ _____

Exemptions (must submit exemption form to qualify)

4. Federal employees or officers while on official business only…… …….…….$ _____
5. Receipts from foreign nationals exempt by treaty…… ……$ _____
6. Total exemptions (add lines 4 thru 5) ……..$_____

Adjustments (must submit supporting documents)

7. Other adjustments……..$_____

Tax

8. Total taxable rents (subtract line 6 & 7 from line 3) …… …… ……..$_____
9. Transient occupancy tax (multiply line 8 by 11.75%)……..…… ……..……..$_____

Penalty and Interest

10. Penalty for late payment. Payment is due on or before the last day of the month following the close of each previous month. If payment is delinquent from 1 to 30 days, enter 0.5% of line 9. If more than 30 days, enter 10.5% of line 9..……...……..$_____
11. Interest for late payment in addition to penalty assessment. If payment is delinquent, enter 0.5% of line 9 for each month of delinquent or fraction thereof…....……..$_____

Payment

12. Total tax due (add lines 9 through 11) ……..$_____

Certification

I declare, under penalty of perjury, that the statements and information contained on this form are true and correct to the best of my knowledge and belief.

Operator _____
(Print Name) (Signature) (Date)

Return original transient occupancy tax reporting form including transient occupancy tax exemption form, if applicable, with check or money order payable to the City of Ontario, and mail to:

City of Ontario, Revenue Department
303 East B Street, Ontario, CA 91764
Tel: (909) 395-2022 Fax: (909) 395-2051