



CITY OF POMONA

Transient Occupancy Tax (TOT) Return

Every person providing transient lodging for remuneration in the City of Pomona must collect a tax of ten percent (10%) on the rent paid, unless that rent qualifies for exclusion or exemption. All allowable exclusions and exemptions must accompany this return form. This tax is due and payable to the City, on or before the last day of the month following the close of period. For failure to pay by the amount prior to the due date, the lodging provider is subject to paying a penalty and interest on the tax due. The initial penalty is ten percent (10%) of the amount due; further delinquency is subject to an additional penalty of ten percent (10%). The interest rate is one half of one percent (0.5%) per month or fraction thereof. *Change of ownership, suspension, or disposal of business must be reported to us immediately.*

Lodging Establishment Name and Address

Reporting Period (MM / YYYY) _____

Number of Rooms Rented During the Period _____

Number of Rooms Available During the Period _____

This return is subject to audit:

1. Gross Rent Paid for Lodging	1. \$ _____
<u>Allowable Exemptions for:</u>	
2. Excluded Rent - Term (>30 days)**	2. \$ _____
3. Total Exemptions for Federal/State Govt. Occupancies	3. \$ _____
4. Other Exemptions (Such as Foreign Govt.)	4. \$ _____
5. TOTAL EXEMPTIONS (Documentation must be attached)	5. \$ _____
6. Net Taxable Rent: Line 1 minus Line 5	6. \$ _____
7. Tax (10% or 0.10 x Line 6)	7. \$ _____
8. Penalty (Line 7 x 10% or 0.10, if 1-30 days past due, 20% for delinquencies greater than 30 days)	8. \$ _____
9. Interest (Line 7 x 0.5% or 0.005, for each month or fraction thereof)	9. \$ _____
10. Special tax credits (Attach copies of credit letters)	10. \$ _____
TOTAL AMOUNT DUE (Add Lines 7, 8, 9 and subtract Line 10)	\$ _____

I declare under penalties prescribed that the information provided in this return is true and correct to the best of my knowledge.

Signature

Date

Print Name

Title

Please make check payable to: **City of Pomona**

Mail to: **City of Pomona TOT**
PO Box 660, Pomona, Ca 91769

Need assistance?

Email us at: Revdivision@ci.pomona.ca.us

**Per Section 50-81 of the Pomona City Code, the Transient Occupancy Tax (TOT) must be collected and remitted for days one (1) through thirty (30). For bookings greater than 30 days, with a written agreement, taxes only apply to the first 30 days