

County of Santa Barbara  
 Treasurer-Tax Collector  
 105 E. Anapamu St # 109  
 Santa Barbara, CA 93101



Mailing Address:  
 PO Box 579  
 Santa Barbara, CA 93102  
 (805) 568-2927

**TRANSIENT OCCUPANCY TAX RETURN**

Reporting Month/Year \_\_\_\_\_

Certificate # \_\_\_\_\_

Name of Operator/Vacation Rentals \_\_\_\_\_

|    | Address   | City | State | Zip |
|----|---|------|-------|-----|
| 1  | GROSS RENT FOR OCCUPANCY OF ROOMS:                                    |      |       | \$  |
|    | <b>**ALLOWABLE DEDUCTIONS</b>   |      |       |     |
| 2  | **RENT FOR OCCUPANCY BY PERMANENT RESIDENTS (31 Days & Over Stay)     |      |       | \$  |
| 3  | **RENT PAID BY FEDERAL GOVERNMENT (Attach Completed Exemption Claims) |      |       | \$  |
| 4  | **CREDITS (Must Submit Backup Documents)                              |      |       | \$  |
| 5  | TOTAL ALLOWABLE DEDUCTIONS: (Lines 2 thru 4 Inclusive)                |      |       | \$  |
| 6  | TAXABLE RENTS: (Line 1 minus Line 5)                                  |      |       | \$  |
| 7  | TAX: (10% of Line 6)  |      |       | \$  |
| 8  | LATE PENALTY, IF APPLICABLE (See letter E of instructions below)      |      |       | \$  |
| 9  | INTEREST, IF APPLICABLE (See letter F of instructions below)          |      |       | \$  |
| 10 | TOTAL AMOUNT DUE: (Lines 7 to 9 Inclusive)                            |      |       | \$  |

**INSTRUCTIONS**

- A) Transient Occupancy Tax (TOT): Due immediately at the end of each month. Complete the following portion of this form and return with your remittance to the mailing address indicated above. A tax return must be filed monthly, even if no tax is due.
- B) Remittance: Checks should be payable to Harry E. Hagen, Treasurer-Tax Collector. Checks, drafts and money orders are accepted by the Tax-Collector subject to collection and do not constitute payment until cleared. The Tax Collector assumes no responsibility for loss in transit or delay in deposit.
- C) Transient Occupancy Tax Funds: The collection of the tax must be held in trust until paid to the Tax Collector.
- D) Delinquent Date: The last day of the month following the close of the reporting period. For example, January's return is delinquent if not postmarked by the last day of February.
- E) Late Penalty: If paid within 30 days after delinquent date, 10% of the amount of the tax (line 7). If paid more than 30 days after delinquent date, 20% of the amount of the tax (line 7).
- F) Interest: In addition to penalty, ½ of 1% per month interest (line 7) on the unpaid tax amount attaches on the first day of each month that the tax is delinquent.
- G) Audits: All records substantiating the return must be retained by the operator for a period of not less than three years from the date of payment. The Tax Collector has the right to inspect records at all reasonable times.
- H) Exemptions: Only federal employees may be exempt from TOT. A contract must exist, and the U.S. Government must pay directly. For allowable deductions, refer to Santa Barbara County Code Section 32, article II.
- I) Update Changes: Change of mailing address or ownership must be reported immediately to the office of the Treasurer-Tax Collector.
- J) Termination: Upon cessation of business for any reason, returns and payments are due immediately and must be paid to the Tax Collector.
- K) Confidentiality: Information provided on this tax return is confidential and will only be provided to government agencies for official use or in accordance with law.

I DECLARE, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE STATEMENTS HEREIN ARE CORRECT AND TRUE.

SIGNED \_\_\_\_\_ PRINTED NAME \_\_\_\_\_  
 TITLE \_\_\_\_\_ DATE \_\_\_\_\_ PHONE \_\_\_\_\_