



**TREASURER AND TAX COLLECTOR**

**Donna Riley**  
Treasurer and Tax Collector

PO Box 859, Modesto, CA 95353  
1010 10<sup>th</sup> Street, Ste 2500, Modesto, CA 95354  
Phone: 209-525-6388 Fax: 209-525-4347

**QUARTERLY REPORT OF TRANSIENT OCCUPANCY TAX AS REQUIRED BY ORDINANCE 4.04**

Name of Establishment (Hotel / Motel, etc.): \_\_\_\_\_

Certificate No.: \_\_\_\_\_ Period Reported: \_\_\_\_\_

For the period of...	The Quarterly Report is due the last day of...
July 1 <sup>st</sup> through September 30 <sup>th</sup>	October
October 1 <sup>st</sup> through December 31 <sup>st</sup>	January
January 1 <sup>st</sup> through March 31 <sup>st</sup>	April
April 1 <sup>st</sup> through June 30 <sup>th</sup>	July

1. Gross Rent for Occupancy of Rooms		\$
<b>2. ALLOWABLE DEDUCTIONS (Exemption Forms must be included)</b>		
a. Rent for Occupancy by Permanent Residents (Must include TOT Exemption-Over 30 Days Detail form)	\$	
b. Exemptions	\$	
c. Credits (Overpayment, Estimated Payments, Etc.)	\$	
3. Total Allowable Deductions (Total of lines a. through c.)		\$
4. Taxable Rents (Line 1 minus Line 3)		\$
5. 8% Tax (Line 4 multiplied by .08)		\$
6. Late Payment Penalty If paid within 30 days of the due date = 10% of Line 5. If paid more than 30 days after the due date = 20% of Line 5.		\$
7. Applicable Interest = 1/2% per month or fraction thereof on the amount of tax (Line 5) from the delinquent date to the date of payment		\$
8. Amount Due (Line 5 through 7 inclusive)		\$

Executed at \_\_\_\_\_, California, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Name of Applicant: \_\_\_\_\_

**INSTRUCTIONS**

1. A tax return must be filed with the Treasurer-Tax Collector, even if no tax is due.
2. The Delinquent Date is the last day of the month following the close of the reporting period.
3. Late Payment Penalty:
  - a. If paid within 30 days after the delinquent date, penalty = 10% of the amount of tax (Line 5).
  - b. If paid more than 30 days after the delinquent date, penalty = 20% of the amount of tax (Line 5).
4. Interest on Late Payment is in addition to the Penalty, at the rate of 1/2% per month or fraction thereof on the amount of tax (Line 5) from the delinquent date to the date of payment.
5. Remittance by check should be made payable to Donna Riley, Stanislaus County Treasurer-Tax Collector. Checks, Cashier's Check and Money Orders accepted by the Treasurer-Tax Collector are subject to collection and do not constitute payment until cleared. The Treasurer-Tax Collector assumes no responsibility of loss in transit or delay in deposit.
6. Receipts will not be mailed by the Treasurer-Tax Collector unless a request for receipt is made at the time of payment. Your canceled check is your best receipt.
7. 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. For allowable deduction, please refer to Chapter 4.04.030 of the Ordinance Code of Stanislaus County.
8. Change of address or ownership must be reported immediately to the Treasurer-Tax Collector.
9. Upon cessation of business for any reason, returns and payment are due immediately to the Treasurer-Tax Collector.