



Please Send Tax Remittance Form & Payment to:
City of Blythe
235 N. Broadway, Blythe, CA 92225
Phone: (760) 922-6161 Fax: (760) 922-4938

CITY OF BLYTHE
TRANSIENT OCCUPANCY TAX (TOT) COLLECTIONS TRANSMITTAL

Business Name: _____ DBA: _____

Address: _____

Reporting Period: _____ Due Date: _____

Transient Occupancy Tax (TOT) Collections become the property of the City immediately upon their collection by the agent. Collections Transmittal is due immediately following the close of the reporting period shown above. Complete this form in duplicate and return the original to the Director of Finance, 235 North Broadway, Blythe, California. Retain a copy for your files. Transmittal form must be filed even if no collections have been received.

INSTRUCTIONS

1. **Remittance:** Make checks payable to the CITY OF BLYTHE; a receipt will be mailed to you.
2. Even if there have been no TOT collections, a transmittal must be filed with the Director of Finance.
3. City Exemption Claim forms are provided for reporting federal government exemption and 30+ days' rentals. A form must be submitted for each exemption with the monthly transmittal. Exemptions claimed for which exemption claim forms have not been submitted, will be disallowed and penalties will be applied. (Exception: unless there is an agreement in writing between the operator and the occupant providing for a longer period of occupancy; a copy of such agreement to be submitted with transmittal in the first affected month.)
4. TRANSIENT OCCUPANCY TAX must be paid on the value of ALL "comp" rooms.
5. If the collection remittances have not been either: postmarked by the United States Postal Service on or before the 25th day of the month it is due, or if the collections are not deposited in the City Finance Office by 4:00 p.m. on or before THE LAST BUSINESS DAY OF THE MONTH it is due, penalties will be assessed to the agent as follows:

Penalties: 10% of Line 8 if deposited within 30 days of the delinquent date;
20% of Line 8 if paid more than 30 days after the delinquent date;

Interest: In addition to penalties add $\frac{1}{2}$ of 1% per month or fraction thereof on the amount of the collections (line 8) due to the City from the delinquent date to the date of deposit.

6. ALL RECORDS ARE SUBJECT TO AUDIT BY THE CITY OF BLYTHE FINANCE DEPARTMENT OR ITS AGENT FOR A PERIOD OF UP TO THREE (3) YEARS FOLLOWING COLLECTION. Substantiating records must be maintained for the period subject to audit.
7. CHANGE OF OWNERSHIP must be reported immediately to the City of Blythe Finance Department.
8. Upon cessation of business for any reason, collections and transmittals are due immediately to the City of Blythe Finance Department.

Calculation of Remittance		
1	a. Gross Rent for Occupancy of Rooms: b. Gross Value of Comp Rooms:	
2	Value of ALL Occupied Rooms:	
3	Rentals in Excess of 30 Days:	
4	Federal Government Exemptions (those only allowed pursuant to state and federal law):	
5	Credits:	
6	Rentals Not Subject to TOT (lines 3 thru 5 inclusive):	
7	Taxable Rents (line 2 minus line 6):	
8	TAX 10% (multiply line 7 by .10, if payment is timely STOP and proceed to line 11):	
9	PENALTY (if applicable see No. 5 of instructions):	
10	INTEREST (if applicable see No. 5 of instructions):	
11	AMOUNT DUE (lines 8 thru 10 inclusive):	TOTAL DUE

I declare under penalty of perjury that the above return is true, correct, and complete to the best of my knowledge and belief.

Authorized Signature: _____ Date: _____

Name and Title of Authorized Person: _____

City Finance Department Use Only

Date Paid	Amt. Paid	Verified By
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