

# City of Novato

## Quarterly Tax Return

### Transient Occupancy Tax



**Non-receipt of this form by you will not relieve you of penalties.**

Hotel/Motel: \_\_\_\_\_ Quarter Ending: \_\_\_\_\_

Address: \_\_\_\_\_ # of Rooms Rented During the Period \_\_\_\_\_

# of Rooms Available During the Period \_\_\_\_\_

1. Total Rental Income \$ \_\_\_\_\_

**Allowable Deductions**

2. Permanent Residents \$ \_\_\_\_\_

3. Exemptions, Ord. #275, Sec. 4 \_\_\_\_\_

4. TOTAL EXEMPTIONS \_\_\_\_\_

5. Taxable Rents (Line 1 minus Line 4) \_\_\_\_\_

6. 10% Transient Occupancy Tax (TOT) \_\_\_\_\_

7. 2 % Tourism Bid Tax \_\_\_\_\_

8. TOTAL TAX \$ \_\_\_\_\_

9. Penalty Due if not Paid by Delinquent Date \_\_\_\_\_

**10. TOTAL** **\$ \_\_\_\_\_**

I certify under penalty of perjury, that the foregoing statements are true and correct:

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

**PLEASE MAKE CHECKS PAYABLE TO CITY OF NOVATO**  
**(922 Machin Ave, Novato CA 94945 - Email: [lmceck@novato.org](mailto:lmceck@novato.org))**

**Quarterly Tax Schedule:**

Quarterly Ending	Due Date	Delinquent if not received or postmarked by:
March 31	April 1	April 30
June 30	July 1	July 31
September 30	October 1	October 31
December 31	January 1	January 31

**PENALTY of ten percent (10%) is added for failure to make payment by the delinquent date of the return. An additional ten percent (10%) is added if the return and payment is not filed within 30 days of the delinquent date of the return. Interest at the rate of 1/2 of 1% per month accrues from the delinquent date of the return.**