



**City of Alameda – Finance Department**  
**2263 Santa Clara Avenue, Room 220, Alameda, CA 94501**  
**(510) 747-4881 – (510) 865-4045 (fax) – [finance@alamedaca.gov](mailto:finance@alamedaca.gov)**

## **TRANSIENT OCCUPANCY TAX RETURN**

---

<b>Business DBA/Name of Hotel</b>	<b>Number of Rooms</b>	<b>Phone Number</b>
-----------------------------------	------------------------	---------------------

---

---

<b>Mailing Address (Street, Unit, City, State, Zip code)</b>	<b>Period Ending*</b>
--	-----------------------

---

1. Gross Rent for Occupancy of Rooms \$ \_\_\_\_\_

**DEDUCTIONS / EXEMPTIONS:**

2a. Rent for Occupancy by Non-Transient \$ \_\_\_\_\_

2b. Rent for Occupancy by Exempt\*\* \$ \_\_\_\_\_

3. Sum of Exemptions (Lines 2a and 2b): \$ \_\_\_\_\_

4. Taxable Rents: Line 1 minus Line 3 \$ \_\_\_\_\_

5. Transient Occupancy Tax: 14% of Taxable Rent (Line 4) \$ \_\_\_\_\_

6. Penalty for Late Payment: 10% of Line 5  
(If not paid within 30 days from period ending shown above) \$ \_\_\_\_\_

7. Interest (1.5% of Line 4 per month) \$ \_\_\_\_\_

8. TOTAL BALANCE DUE: Sum of Tax (Line 5), Penalty (Line 6), and Interest (Line 7):  
\$ \_\_\_\_\_

---

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

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

MAKE CHECK PAYABLE TO:

CITY OF ALAMEDA  
2263 Santa Clara Ave Rm 220  
Alameda, CA 94501

*\* Exemption forms and documents to be retained by the operator and to be made available to the City staff and agents for audit or review. [Alameda Municipal Code Section 3-61.4 and 3-61.10]*

*\*\* Exemptions can be found in Alameda Municipal Code Section 3-61.4*