



# City of Brea, Administrative Services Department

1 Civic Center Circle, Brea, CA 92821

714-770-7678 | acctsreceivable@cityofbrea.net

## Transient Occupancy Tax Report

\_\_\_\_\_  
(NAME OF HOTEL/MOTEL)

\_\_\_\_\_  
(ADDRESS)

RETURN FOR PERIOD \_\_\_\_\_ THRU \_\_\_\_\_ DUE DATE\* \_\_\_\_\_

\*Transient Occupancy Tax Report and Payment are due on the last day of the month following the close of each period  
(Quarterly reporting is only allowable if the total taxes in the previous quarter is less than \$5,000)

1	GROSS RENTAL RECEIPTS (Tax Excluded)	\$
2	ALLOWABLE EXEMPTIONS: TOT Exemption Form must be completed for each allowable exemption on this report for each reporting period	
	(2a) Non-Transient Receipts	\$
	(2b) Governmental Agency Receipts	\$
	(2c) Adjustments (Explain on reverse side)	\$
	(2d) Total Exemptions (Add lines 2a, 2b, and 2c)	\$
3	NET RECEIPTS - TAXABLE RENTS (Line 1 minus line 2d)	\$
4	TRANSIENT OCCUPANCY TAX ON NET RECEIPTS (10% of line 3)	\$
5	FIRST PENALTY – If Applicable (10% of line 4) A 10% penalty applies if payment & report are not received by the due date	\$
6	SECOND PENALTY – If Applicable (10% of line 4) A second 10% penalty applies if payment & report are not received within 30 days of the first penalty date	\$
7	INTEREST – If Applicable (0.5% of line 4 times number of months late) A charge of one-half-percent (0.5%) per month or fraction thereof will incur if payment is not received by the due date	\$
8	TOTAL TAX DUE AND PAYABLE (Add lines 4, 5, 6, and 7)	\$

**Under penalties of perjury, I declare that I have examined this form, including the accompanying statements, and to the best of my knowledge and belief it is true, correct and complete.**

\_\_\_\_\_  
(SIGNATURE OF HOTEL REPRESENTATIVE)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(DATE)

Remit payment and documents to:

**City of Brea (Attn: Accounts Receivable), One Civic Center Circle, Brea, CA 92821**