**CITY OF CHICO**
**MONTHLY REPORT OF MOTEL TRANSIENT RENT**
**CHARGES AND UNIFORM TRANSIENT OCCUPANCY TAXES DUE**
**(Pursuant to the Chapter 3.52 of Chico Municipal Code)**

## SECTION I - REPORTING INSTRUCTIONS

1. Every transient operator doing business within the City of Chico must complete and return the Monthly Report on or before the last day of the following month in which the tax was collected from the transient.
2. Each Monthly Report submitted shall be accompanied by a check payable to the City of Chico in the amount of the Tax due for the reported month.
3. Failure to submit the required Monthly Report and to remit the amount of Tax due will result in the addition of penalties and interest as provided in Chapter 3.52 of the Chico Municipal Code.
4. If you have changed ownership, the address of your business premises, or cease to operate, please notify the Finance Office (530-879-7320) immediately so that our office may be kept current.
5. Remit payment to: City of Chico, Finance Office, P.O. Box 3420, Chico, CA 95927-3420.

## SECTION II - MONTHLY REPORT OF TRANSIENT OCCUPANCY TAXES DUE

1. Report Period: Month:_____ Year: _____

2. Gross Rent Charges during Report Period: $ _____

3. Gross Pet Fee Charges during Report Period: $ _____

4. LESS: Exempt Rents
   a) Non-Transient Rents Charges (rooms rented for more than 30 consecutive days - attach list of Operator's Receipts Numbers): $_____

5. Net Taxable Rents Charged: (II.2+II.3-II.4) $ 0.00

6. Amount of Tax Due-10% - **City of Chico Assessment** (II.5x10%) $ _____

7. Amount of Tax Due-2% - **BCTBID Assessment** (II.5x2%) $ _____

8. PLUS: Delinquency Charges - **City of Chico Tax** (if applicable)
   a) Penalty -10% of tax due on the first day of each month after the due date. Second and subsequent violations within a six-month period shall be 15% of the tax due on the first day of each month after the due date. Penalties not to exceed 50% of the amount of the tax: (Applicable to II.6 only) $ _____
   b) Interest - 1 % per month, or fraction thereof, on the amount of the tax, exclusive of penalties: (Applicable to II.6 only) $_____

9. Total Tax, Penalties and Interest Due: (II.6+II.7+II.8.a+II.8.b) $ 0.00

## SECTION III - CERTIFICATE OF OPERATOR

1. I certify that I have read this Report thoroughly, have followed any and all instructions, understand its contents, and have supplied true and correct information herein to the best of my knowledge and belief.
2. I understand that falsification or misrepresentation on my part of any of the information I have supplied constitutes sufficient grounds for the City of Chico to institute appropriate legal action to collect any amounts due, including all legal costs.
3. I understand that the records substantiating each month's calculation of the tax amount due should be kept for a period of three years.

Authorized Signature: _____ Date: _____

Print Name: _____ Title: _____

Business Name: _____ Phone Number: _____

Business Mailing Address: _____