



**CITY OF BREA
FINANCE DEPARTMENT
TRANSIENT OCCUPANCY TAX REPORT**

RETURN FOR PERIOD _____ 20__ THRU _____ 20__

(NAME OF HOTEL, MOTEL, ETC.)

(ADDRESS)

(CERTIFICATE NUMBER)

1	GROSS RENTAL RECEIPTS (Tax excluded) (Sec. 2e)		\$
2	ALLOWABLE DEDUCTIONS		
	(2a) Nontransient receipts (Sec. 2d)	\$	
	(2b) Governmental agency receipts (Sec. 4)	\$	
	(2c) Adjustments (Explain on reverse side)	\$	
	(2d) Total deductions (Add lines 2a, b, and c)		\$
3	TAXABLE RENTS (Line 1 minus line 2d)		\$
4	TRANSIENT TAX ON NET RECEIPTS (10% of line 3)		\$
5	PENALTY - IF APPLICABLE (Sec. 8)		\$
6	INTEREST - IF APPLICABLE (Sec. 8)		\$
7	TOTAL TAX DUE AND PAYABLE (Add lines 4, 5, and 6)		\$

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

(Signature of operator)

(Date)

(Title)

NOTE: Tax reports are due monthly. The only exception is if the total taxes paid in the previous quarter is less than \$5,000, then a calendar quarterly report can be filed for the current quarter. Tax reports and the full amount of the tax are due on or before the last day of the month following the close of each month or calendar quarter. Exemption certificates (Form No. 100-17) to support allowable deductions under line (2b) must accompany each report.

Please make check or money order payable to the **City of Brea** and mail to: **Number One Civic Circle, Brea, California, 92821** (Attention: Finance Department)