INSTRUCTIONS FOR COMPLETING THE TRANSIENT OCCUPANCY TAX/TOURISM MARKETING ASSESSMENT RETURN:

Monthly tax:  due on or before:
January    February 20
February   March 20
March      April 20
April      May 20
May        June 20
June       July 20
July       August 20
August     September 20
September  October 20
October    November 20
November   December 20
December   January 20

A tax form must be filled out for each month.  Separate months cannot be combined on one form.

Customer Account # - as assigned (example: 82-xxxx-xxxxx)

Business Name – same as business license

Business Address –

Tax Period:

Tax Year – Calendar Year for tax, ex: 2019, Month – State month of receipts, Days Late - Number of days after the due date, (Example: For March receipts (due April 20th) filing on April 30 would mean you are 10 days late, therefore enter 10)

Section I:  Reporting Total Receipts

Report the following to the NEAREST WHOLE DOLLAR, indicating total receipts (excluding tax) during the reporting period.

Line 1  Enter total amount of receipts from all room rentals

Line 2  Enter total amount claimed as an exemption for continuous room occupancy by the same tenants for a period of more than thirty (30) consecutive days. (Municipal Code Section 4.12.010).

Line 3  Enter total amount claimed as other authorized exemptions. (Municipal Code Section 4.12.030)

Total TOT & TMBID Due:   Pay this total.  Please make payment out to the City of Redding.  Mail or deliver to City Treasurer at 777 Cypress Avenue, Redding CA  96001
GENERAL INFORMATION

The Transient Occupancy Tax and the Tourism Marketing Assessment will be delinquent if not paid or postmarked on or before the 20th day of the month in which due.

Proper use of this form will insure accurate recording to your account. If you have any questions concerning the preparation of this form, please contact the City of Redding Finance Division at the address shown on the front or call (530) 225-4079 or (530) 225-4424.

Records pertaining to preparation of this form must be kept for a period of three years and may be subject to audit. (Municipal Code Section 4.12.100).

Please notify the City of Redding Finance Division in the event of any change of ownership.

*****EVEN IF THERE IS NO TAX OWING A RETURN MUST BE FILED WITH THE CITY

Updated 4-2-2020