



# CITY OF ST. HELENA

1480 MAIN STREET  
ST. HELENA, CA 94574  
(707) 968-2649

## TRANSIENT OCCUPANCY TAX RETURN AND TID ASSESSMENT

TAX REPORTING PERIOD MONTH & YEAR: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

1. Authorized Rooms for rent: \_\_\_\_\_ 2. Days in Reporting Period: \_\_\_\_\_

3. Rooms Available for Rent subject to Transient Tax: \_\_\_\_\_

4. Rm Nights Rented in Reporting Period (Example: 1 room rented 2 nights = 2 room nights) : \_\_\_\_\_

5. Available Rm Rentals in Period (Line 2 x Line 3): \_\_\_\_\_ 6. Occupancy % Rate (Line 4/Line5): \_\_\_\_\_

7. Average Daily Room Rate: \_\_\_\_\_

**DUE BY THE LAST DAY OF THE MONTH FOLLOWING REPORTING PERIOD  
(EXAMPLE: MARCH TOT/TID IS DUE BY END OF APRIL)**

### SECTION A

#### Transient Occupancy Tax Due:

1. Gross rent for occupancy of rooms \$ \_\_\_\_\_

2. Less rent covered by government agency exemption certificates \$ \_\_\_\_\_

3. Less rent for occupancies exceeding 30 continuous days \$ \_\_\_\_\_

4. TAXABLE RENTS:  
Line 1 minus 2 & 3 \$ \_\_\_\_\_

5. Tax: **12%** of line 4 \$ \_\_\_\_\_

6. Penalties: 10% of line 5 if paid within 30 days after due date; 20% of line 5 if paid more than 30 days after due date \$ \_\_\_\_\_

7. Interest: 1.67% of line 5 each month or fraction of the month after due date \$ \_\_\_\_\_

8. Total Tax, penalty & interest:  
Add lines 5, 6, & 7 \$ \_\_\_\_\_

### SECTION B

#### TID Assessment Due:

1. Gross rent for occupancy of rooms \$ \_\_\_\_\_

2. Less rent covered by government agency exemption certificates \$ \_\_\_\_\_

3. Less rent for occupancies exceeding 30 continuous days \$ \_\_\_\_\_

4. TAXABLE RENTS:  
Line 1 minus 2 & 3 \$ \_\_\_\_\_

5. Assessment: **2%** of line 4 \$ \_\_\_\_\_

6. Penalties: 10% of line 5 if paid within 30 days after due date; 20% of line 5 if paid more than 30 days after due date \$ \_\_\_\_\_

7. Interest: 1.67% of line 5 each month or fraction of the month after due date \$ \_\_\_\_\_

8. Total Tax, penalty & interest:  
Add lines 5, 6, & 7 \$ \_\_\_\_\_

9. Total Tax and Assessment due: Add lines 8 from Section A and Section B \$ \_\_\_\_\_

**I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.**

Signature \_\_\_\_\_

E-mail \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_