

City of San Jose

Transient Occupancy Tax Return

You are required to complete this return and pay the tax pursuant to San Jose Municipal Code Chapters 4.72 & 4.74. This return, accompanied by your remittance and exemption claims, must be filed with the Director of Finance **Monthly** (on or before the last day of each calendar month following the close of the reporting calendar month) or **Quarterly** (on or before the last day of each month following the close of the reporting calendar quarter).

Reporting Period: Month or Quarter		Year
Hotel/Motel	Address	
Gross Rent for Occupancy of Roo	oms	
2. Over 30 Days Occupancy Exemp	tions	
3. Foreign and Federal Government	Exemptions	
4. Total Exemptions (Sum of Line 2	2 + Line 3)	
5. Taxable Rents (Subtract Line 4 fr	rom Line 1)	
6. Tax: (General Fund) 4% of Line	5	
7. Tax: (Special Fund) 6% of Line	5	
8. Subtotal: Add Line 6 and Line 7		
 9. First Penalty: 1-30 Days Late (ac 10. Interest: If Remitted Within 30 D # of Days Past D ue x 0.0004931 	Days from Due Date	
11. Second Penalty: Over 30 Days L12. Interest: If Remitted More Than# of Days Past 30 Days x 0.00049		me 11)
13. Previous Month/Quarter Adjustm	ents*	
14. Total Due: (Add Line 8 through	h Line 13)	
he requirement of Chapter 4.82 of the San Jose	e, you must have submitted previously a Transien Municipal Code. No adjustments will be made very the prior approval of the Director will be disallo	without the prior approval of the Director of
declare, under penalty of perjury, that th	e information contained herein is true and	correct to the best of my knowledge.
Signature	Name	Title
Phone	Address	Date

Please provide supporting documents for any exemption claims and return this form with your check payable to City of San Jose. Mail to: City of San Jose, Treasury Division - Payment Processing, 200 East Santa Clara Street, 13th Floor, San Jose, CA 95113.