



City of Perris
Business License Division

Hours of operation:
Mon-Thurs 8:00am-6:00 pm
(951) 943-4610

Transient Occupancy Tax Return

Return this form, completely filled out and signed, within one month after the close of reporting period to:

Business License Division
City of Perris
101 North "D" Street
Perris, CA 92570

Certificate Number: _____ Reporting Period: _____ to _____

Name of Operator (as shown on certificate): _____

1. Gross Rent for Occupancy of rooms: \$ _____

Allowable Deductions:

2. Rent for Occupancy by permanent residents: \$ _____

3. Exempt rents covered by exemption claims: \$ _____

4. Credits (explain below): \$ _____

5. Total Allowable deductions: Add Lines 2, 3 & 4: \$ _____

6. Taxable rents: Line 1 minus Line 5: \$ _____

7. Tax: 10% of Line 6: \$ _____

8. Penalty, if any. (See instruction 3): \$ _____

9. Interest, if any. (See Instruction 4): \$ _____

10. Amount Due: Add Lines 7,8, & 9: \$ _____

Credits explained: _____

I declare under penalty of perjury that the forgoing is true and correct.

Executed on this _____ day of _____, 20____. In _____, California.

Title: _____ Signature: _____

Before Completing this form, please see the instructions on the reverse side.

INSTRUCTIONS:

1. EVEN IF THERE IS NO TAX DUE, a timely return must be filed with the Finance Department.
2. DELINQUENT DATE: The last day of the month following the close of the reporting period.
3. PENALTY: If paid within 30 days after the delinquent date, 10% of the amount of the tax (Line 7). If paid more than 30 days after the delinquent date, 20% of the amount of the tax (Line 7).
4. INTEREST: In addition to penalty, $\frac{1}{2}$ of 1% per month or fraction of a month on the amount of the tax (Line 7) from the delinquent date to date of payment.
5. REMITTANCE: Checks should be made payable to the CITY OF PERRIS. Any negotiable paper is subject to collection and does not constitute payment unless actual payment is received. The City of Perris is not responsible for the delay or loss in transit or delay of deposit.
6. RECEIPT: A cancelled check will be deemed a receipt unless a receipt is requested at the time of payment. If a receipt is requested to be mailed, a stamped, self-addressed envelope should be furnished.
7. RECORDS SUPPORTING THE RETURN must be retained by the operator for not less than three years from the date of payment and must be available for audit, if required. Exemptions must be supported by written claim completely filled out, signed, and retained by the operator.
8. CHANGE OF ADDRESS OR OWNERSHIP must be reported immediately to the City of Perris – Business License Department.
9. UPON CESSATION OR TRANSFER OF THE BUSINESS returns and payments are due immediately to the City of Perris, and the registration certificate must be surrendered.
10. ADDITIONAL DETAILS may be found in the City of Perris Municipal Code, Chapter 3.24, Transient Occupancy Tax.