



CITY OF BURLINGAME
INSTRUCTIONS FOR COMPLETING THE TOT TAX RETURN
Revised 6/2013

Transient Occupancy Tax is due by the last day of the month for the previous month's occupancy.

- Line #5 | Percentage of occupancy for the month.
- Line #7 | Total charges, including over 30 day stays.
- Line #8 | Total dollars for over 30 day stays. Must include a copy of room folio.
- Line #9 | Total dollars for bad debt exemptions and or other exemptions.
Documentation must include a copy of room folio and copies of charge back, bad check or exemption back – up (Travel orders etc.). Each hotel should notify us of their bad debt collection process.
- Line #10 | Complete if there are figures in line 8 or 9.
- Line #11,12 | Must be completed.
- Line #13 | Must be completed if payment is late. 5% penalty for late payments and an additional 5% penalty for each 15 days the payment is not made and 1% interest per month or fraction thereof, exclusive of penalties, from date of delinquency.

The signed original, along with a check, must be hand delivered or mailed to the City Treasurer. It must be received by the City or postmarked on or before the last day of

the month following the month in which it is due. Payments that are mailed must be sent by **CERTIFIED MAIL**.

All exemptions must have back-up attached to the TOT form when it is submitted to the City. **Each exemption should also include a completed exemption certificate.**

If you have any questions, please contact 650-558-7210.