**INSTRUCTIONS:**

1. Complete Part A (review delinquency information and add applicable penalties and interest), Make check payable to **CITY OF SAN CLEMENTE**

2. Sign and remit Part A with payment to the Finance Division. Include all applicable attachments and supporting documents (Hotel Transient Occupancy Exemption Report etc.)

3. Tax shall be due and payable on or before the last day of the subsequent month for which a return is filed for. (Ex. For the month of March, the tax is due no later then April 30th.)

4. Retain a copy for your records prior to submission to the Finance Division

5. All tax returns, submitted without Parts A & a completed Hotel Transient Occupancy Exemption Report (if applicable) will not be processed and may be subject to penalties and interest pursuant to Municipal Code Section 3.24.240

**DELINQUENCY:**

San Clemente Municipal Code Section 3.24.240

A. **Original Delinquency.** Any operator who fails to remit any tax imposed by this chapter within the time required shall pay a penalty of ten percent (10%) of the amount of the tax in addition to the amount of the tax.

B. **Continued Delinquency.** Any operator who fails to remit any delinquent remittance on or before a period of thirty (30) days following the date on which the remittance first became delinquent shall pay a second delinquency penalty of ten percent (10%) of the amount of the tax in addition to the amount of the tax and the ten percent (10%) penalty first imposed.

C. **Interest.** In addition to the penalties imposed, any operator who fails to remit any tax imposed by this chapter shall pay interest at the rate of one and one half (1 ½) percent per month or fraction thereof on the amount of tax, exclusive of penalties, from the date on which the remittance first became delinquent until paid.

**PART A:**

1. **Gross** rent received from occupancy of rooms.......................................................... $ 

2. Misc. taxable room revenue (include value of any complimentary rooms, additional upgrades, etc.)..... $ 

3. Total gross rent received from occupancy and taxable room revenue (Sum of Line 1 and Line 2)........... $ 

4. Exemptions: (attach Hotel TOT Exemption Report, Total Dollars Exempt column)....................... $ 

5. Net taxable revenue (Line 3 Minus Line 4)........................................................................... $ 

6. Tax: 10% of Line 5 ............................................................................................................. $ 

7. Penalties and interest calculated pursuant to San Clemente Municipal Code Section 3.24.240 (see Delinquency section above)........................................................................................................ $ 

8. Total TOT amount due to City for the Reporting Period (Line 6 plus Line 7)......................... $ 

**I declare under penalty of making a false statement that this information is true and correct to the best of my knowledge.**

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