



CITY OF ATASCADERO

Transient Occupancy Tax (TOT) Return Form

Every person providing transient lodging for remuneration in the City of Atascadero must collect a tax of ten percent (10%) on the rent paid, unless that rent qualifies for exclusion or exemption. All allowable exclusions and exemptions must accompany this return form. This tax is due and payable to the City, before the end of the month following the close of the period. Payment becomes delinquent on the first day of the second month following the close of the reporting period. For failure to pay by the amount prior to the due date, the lodging provider is subject to paying a penalty on the tax due. The initial penalty is \$200 plus ten percent (10%) of the amount due and interest of 1% per month or fraction thereof; further delinquency is subject to an additional monthly penalty for the first two months (20% max). *Change of ownership, suspension, or disposal of business must be reported to us immediately.*

Lodging Establishment Name and Address _____

Reporting Period (MM / YYYY) _____

Number of Rooms Rented During the Period _____

Number of Rooms Available During the Period _____

This return is subject to audit:

1. Gross Rent Paid for Lodging	1. \$ _____
2. Less Allowable Deductions	
(a) Rent for occupancy by permanent residents (one who occupies or has right of occupancy at least 30 consecutive days)	2a. \$ _____
(b) Government Exemption	2b. \$ _____
3. Net Taxable Rent: (Line 1 minus Line 2a & 2b)	3. \$ _____
4. Transient Occupancy Tax (10% or 0.10 x Line 3)	4. \$ _____
5. Atascadero Tourism Business Improvement District Assessment (2% or .02 x Line 3, Net Taxable Rent)	5. \$ _____
6. SLO County Tourism Marketing District Assessment (1.5% or .015 x Line 3, Net Taxable Rent)	6. \$ _____
7. Penalty & Interest (If applicable)	7. \$ _____
TOTAL AMOUNT DUE (Add Line 4 through Line 7)	TOTAL \$ _____

I declare under penalties prescribed that the information provided in this return is true and correct to the best of my knowledge.

Signature

Date

Print Name

Title

Please make check payable to: **City of Atascadero**

Mail to: City of Atascadero TOT Processing Center
8839 N. Cedar Ave #212 • Fresno, CA 93720

Need assistance?
Email us at: atascaderotot@hdlgov.com or call us at: (805) 242-4395

**** Term Exclusion:** For stays of more than thirty (30) continuous days or 30 consecutive days stay. In the absence of a prior written contract, the tax must be collected for the first 30 days.