



**CITY OF UPLAND
FINANCE DIVISION
TRANSIENT OCCUPANCY TAX (TOT) REMITTANCE FORM**

Form and taxes must be received on or before the last day of the month following the quarterly reporting period. Even if there is no tax due, this form must be submitted each reporting period. Please return the completed form via mail, e-mail, or in person using the contact information at the bottom of this form.

Due Date	April 30	July 31	October 31	January 31
Reporting Period	Jan 1 - Mar 31	Apr 1 - Jun 30	Jul 1 - Sept 30	Oct 1 - Dec 31
Select Reporting Period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reporting Year				

Check appropriate box & fill in requested information.

- Hotel/Motel** Property Name: _____
- Short-Term Rental** No. of **Hosted** Nights: _____ No. of **Un-Hosted** Nights: _____

Hosting Platform (Websites) Used: _____

Business License #		Property Address			
# of Rooms Rented		Average Room Rate	\$	Average Occupancy Rate	%
				<i>(Rooms booked divided by rooms available for the reporting period.)</i>	

Has there been a change in ownership since the last report? Yes No

Transient Occupancy Tax (TOT) Calculation	
1. Gross Revenue from Rent:	\$
2. Exemptions*	\$
3. Taxable Rent: (Line 1 minus Line 2)	\$
4. Tax Amount: 10% of Line 3 (Line 3 x 0.10)	\$
5. Penalties**	\$
6. Interest**	\$
Total Amount Due: (Line 4 plus Line 5 plus Line 6) <i>Make checks Payable to the City of Upland</i>	\$

*Attach letter of explanation. See UMC 3.12.040 for exemptions.

**Penalties and Interest if delinquent. See UMC 3.12.090 for details.

I declare under penalty of perjury that all information above is true and correct to the best of my knowledge. I have read and understand all provisions of the Upland Municipal Code Chapter 3.12 regarding Transient Occupancy Tax (TOT).

Owner Signature

Owner (Print Name)

Date

City of Upland

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