



# CITY OF CHICO

## Transient Occupancy Tax (TOT) Return

Every person providing transient lodging for remuneration in Incorporated City of Chico 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, on or before the last day of the month following the close of period. For failure to pay by the amount prior to the due date, the lodging provider is subject to paying a penalty and interest on the tax due. The initial penalty is ten percent (10%) of the amount due; further delinquency is subject to an additional penalty of fifteen percent (15%). The maximum penalty is 50%. The interest rate is one percent (1.00%) per month or fraction thereof. *Change of ownership, suspension, or disposal of business must be reported to us immediately.*

FILE ONLINE AT: <https://chico.hdlgov.com>

ACCOUNT NO: \_\_\_\_\_

PIN: \_\_\_\_\_

### Lodging Establishment

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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. _____
<u>Allowable Exemption for:</u>	
2. Excluded Rent - Term (>30 day ** (Documentation must be attached)	2. _____
3. Net Taxable Rent: (Line 1 minus Line 2)	3. _____
4. Transient Occupancy Tax (TOT) (10% or 0.10 x Line 3)	4. _____
5. Butte County Tourism Business Improvement District (BCTBID) (2% or 0.02 x Line 3)	5. _____
6. Penalty (Line 4 x 10% or 0.10 for first month past due. For each month after, multiply by 15% or 0.15. The maximum penalty is 50%.)	6. _____
7. Interest (Line 4 x 1.0% or 0.01, for each month or fraction thereof)	7. _____
<b>TOTAL AMOUNT DUE (Add Lines 4, 5, 6 and Line 7)</b>	<b>\$ _____</b>

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 Chico**  
  
**Mail to: City of Chico TOT Processing Center**  
**8839 N. Cedar Ave #212 • Fresno, CA 93720**  
  
Need assistance? Email us at: [Chico@HdLgov.com](mailto:Chico@HdLgov.com)  
Phone: (530) 767-1017

\*\*\* Term Exclusion: For stays of more than thirty (30) continuous days; -- that is, after thirty (30) consecutive days stay. The tax must be collected and remitted for days one (1) through thirty (30) in the absence of a prior written agreement renting for longer than thirty (30) continuous days.