



CITY OF CHICO

Transient Occupancy Tax (TOT) Return

Every person providing transient lodging for remuneration in the Incorporated City of Chico must collect a tax of ten (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 on the tax due. The initial penalty is ten percent (10%) of the amount due; further delinquency is subject to an additional monthly penalty of fifteen percent (15% per month). 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 Name and Address _____

Reporting Period (MM / YYYY) _____

Number of Rooms Rented During the Period _____

Average Daily Rate \$ _____

This return is subject to audit:

1. Gross Rent Paid for Lodging	1. \$ _____
<u>Allowable Exemptions for:</u>	
2. Excluded Rent - Term (>30 days)**	2. \$ _____
3. Total Exemptions (Documentation must be attached)	3. \$ _____
5. Net Taxable Rent: (Line 1 minus Line 4)	5. \$ _____
6. Tax (10% or 0.10 x Line 5)	6. \$ _____
7. Penalty (Line 6 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%.)	7. \$ _____
8. Interest (Line 6 x 1.0% or 0.01, for each month or fraction thereof)	8. \$ _____
TOTAL AMOUNT DUE (Add Lines 6, 7 and Line 8)	\$ _____

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: support@hdlgov.com
 Phone: (530) 767-1017

** 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.