CITY OF VENTURA

TREASURY DIV – BUSINESS TAX OFFICE
501 Poli Street, Room 107
P.O. Box 99 ● Ventura, California 93002
(805) 658-4715 ● Fax (805) 653-0634
www.cityofventura.net/businesslicense

# MONTHLY TRANSIENT OCCUPANCY TAX RETURN & VCWTBID REMITTING

*FACILITY NAME AND LOCATION*

Hotel Name:_____
Owner Name:_____
Mailing Address: _____
City:_____ State:____ Zip:_____

Account No. _____

Month Covered April 2016

Due Date 5/31/2016

***Instructions*** are on the reverse side of this Return Form. The Municipal Code regarding Transient Occupancy Tax (Chapter 4.115) can be found on the City's website at http://www.cityofventura.net/cm/municipal-code . For information regarding the collection and remittance of the VCWTBID, call the Business Tax Office at (805) 658-4715.

## TRANSIENT OCCUPANCY TAX

No. of Rooms: _____ Percent of Occupancy _____%

| | | |
|---|---|---|
| TOTAL RENT COLLECTED FOR MONTH | 1 | |
| RENT EXEMPT FROM TRANSIENT OCCUPANCY TAX | 2 | |
| TAXABLE RENTS: *Line 1 minus Line 2* | 3 | |
| TAX: *10% of Line 3* | 4 | |
| PENALTIES: *See reverse side for calculation instructions* | 5 | |
| INTEREST: *See reverse side for calculation instructions* | 6 | |
| TOTAL TRANSIENT OCCUPANCY TAX DUE (*Add Lines 4 through 6)* | 7 | |

## VENTURA COUNTY WEST TOURISM BUSINESS IMPROVEMENT DISTRICT (VCWTBID)

| | | |
|---|---|---|
| RENT NOT SUBJECT TO VCWTBID ASSESSMENT: *See reverse side* | 8 | |
| RENTS SUBJECT TO VCWTBID ASSESSMENT: *Line 1 minus Line 8* | 9 | |
| VOCTBID ASSESSMENT: *2% of Line 9* | 10 | |
| PENALTIES: *See reverse side for calculation instructions* | 11 | |
| INTEREST: *See reverse side for calculation instructions* | 12 | |
| TOTAL VOCTBID ASSESSMENT DUE (*Add Lines 10 through 12*) | 13 | |

TOTAL DUE *(Add Lines 7 and 13)* ..... 14 _____

**MAKE CHECKS PAYABLE TO CITY OF VENTURA**

*I declare that I am duly authorized to make these statements, and that, to the best of my knowledge and belief, the facts stated herein are true, correct and complete and are made in good faith for the period stated, in compliance with the San Buenaventura Municipal Code.*

_____ Signature

_____ Title

(  ) _____ Phone No.

_____ Date

OFFICE USE ONLY
PMD_____ CK#_____
CK $ _____

# *INSTRUCTIONS FOR COMPLETING TOT/VOCTBID RETURN FORM*

## TRANSIENT OCCUPANCY TAX (TOT)

1. Enter total number of rooms available for rent in your facility. This is determined by multiplying the number of rooms by the number of days in the month.

2. Enter the percentage of occupancy for this period determined by the total number of available rooms/spaces divided by the number of rented rooms/spaces

3. Enter total rent collected for the month in Line 1, tax-exempt rents in Line 2, and calculate tax on taxable rents in Line 3.

   NOTE: An *Exemption Claim Form* signed by the GUEST must accompany each exemption. Exemptions are listed on the Exemption Claim Form and are more detailed in the Municipal Code (also found in the Operator's Handbook). Exemptions without signed and completed backup documentation will be disallowed.

4. Payments received or postmarked by U.S. Postal stamp after the due date are considered delinquent and will be assessed penalties and interest. If due date falls on a weekend or national holiday, payment or post-mark is accepted on the next business day.

   Enter PENALTIES on Line 5: 10% of Line 4 if paid within 30 days AFTER delinquent date;
   20% of Line 4 if paid more than 30 days AFTER delinquent date.

   Enter INTEREST on Line 6: Compute interest at ½% (.005) of Line 4 for each month or fraction of month after delinquent date.

5. Report any CHANGE OF ADDRESS immediately to the Business Tax Office. If business should CEASE TO OPERATE for any reason, immediately file a Closing Return and pay tax due.

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## VENTURA COUNTY WEST TOURISM BUSINESS IMPROVEMENT DISTRICT (VCWTBID)

### VCWTBID EXEMPTION CRITERIA

The following criteria are not subject to the VCWTBID Assessment and the totals of which shall be combined and entered in Line 8.

1. Any stays of more than thirty (30) consecutive days and accompanied by an exemption form signed by the guest.

2. Any stays by any federal or State of California officer or employee when on official business and stays by any officer or employee of a foreign government who is exempt by reason of express provision of the federal law or international treaty.

### PENALTIES AND INTEREST

1. Enter PENALTIES on Line 11: 10% of Line 10 if paid within 30 days, AFTER delinquent date
   20% of Line 10 if paid more than 30 days AFTER delinquent date

2. Enter INTEREST on Line 12: Compute interest at ½% (.005) of Line 10 for each month or fraction of month after delinquent date.

### MORE ABOUT VCWTBID:

Developed by the Ventura County Lodging Association (VCLA), the Ventura County West Tourism Business Improvement District (VCWTBID) is a benefit assessment district passed to help fund marketing and sales promotion efforts for Ventura, Oxnard, and Camarillo lodging businesses. For more information regarding VCWTBID contact Rebekah Evans, Executive director of the Ventura County Lodging Association, at (805) 485-3300.