



CITY OF LATHROP
Transient Occupancy Tax
Monthly Report

Reporting Month:
Business Name:
Address:

INSTRUCTIONS:

- 1. Monthly reports and payments are delinquent unless they are either paid in our office or postmarked by the 15th day of the month following the month for which the tax is due.
2. Penalty: After 15 days \$10 or 15%, whichever is greater. (LMC §3.16.110) Continued penalty after 30 days will be an additional \$10.00 or 15% whichever is greater, over total amount of tax due. (LMC §3.16.110) In addition, interest in the amount of 1.5% shall be charged on all delinquent remittances. (LMC §3.16.130)
3. Even if there is no tax due, a return must be filed with the Finance Department.

CHANGE OF OWNERSHIP must be filed and reported immediately to the Finance Department.

IF BUSINESS IS SOLD, TRANSFERRED OR SUSPENDED, FINAL RETURN must be filed and tax due paid within 30 days.

IF THIS IS A FINAL RETURN, check here

CALCULATION OF TAX:

No. of Rooms Percent of Occupancy

Table with 2 columns: Description and Amount. Rows include: 1. Gross Rent for Occupancy of Rooms, 2. Less rent for occupancy by permanent residents, 3. Taxable Rents: Line 1 less Line 2, 4. Tax: (9% of Line 3), 5. Penalties: (if applicable), 6. Total Tax: (add lines 4 & 5)

Make checks payable to:
City of Lathrop
390 Towne Centre Drive
Lathrop, CA 95330

I hereby certify that the statements made hereon are correct.

Authorized Signature Date