



**City of Berkeley**  
**Finance Department Revenue Development Division**  
 2180 Milvia Street, 3<sup>rd</sup> Floor | Berkeley, CA 94704  
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**Transient Occupancy Tax Monthly Remittance Form**

*Pursuant to Berkeley Municipal Code 7.36*

Business Information (To be completed by the owner or operator)			
Business Name		Transient Occupancy Registration Certificate Number	
Business Mailing Address			
Berkeley Business Location	Reporting Month	Reporting Year	
Owner Information			
First Name		Last Name	
Mailing Address		City	State   Zip Code
Phone Number		Email Address	
Calculation of Transient Occupancy Tax			
Total # of Rooms Available for Rent		Total # of Nights Occupied	Average Room Rate
Line 1.	<b>Gross rent</b>		
Line 2.	Allowable exemptions		
Line 3.	<b>Taxable Receipts</b> (line 1 minus line 2)		
Line 4.	Amount of Tax Due (12% of Line 3)		
Line 5.	BTBID Assessment (1% of line 3 [see Notes A below for more information])		
Line 6.	<b>Total Tax Amount</b> (sum of lines 4 & 5)		
Line 7.	Penalty 1 (10% of line 6), if applicable, see Notes below: _____		
Line 8.	Penalty 2 (10% of line 6), if applicable, see Notes below: _____		
Line 9.	Interest (1% per month from delinquent date of line 6), if applicable, see Notes below: _____		
Line 10.	<b>Total Amount Due</b> (Sum of lines 6 through 9)		
Submit your remittance form and payment by mail or online:			
<ul style="list-style-type: none"> <li>By Mail: Mail completed form with payment to: City of Berkeley – Treasury Office   2180 Milvia Street, 3rd Floor   Berkeley, CA 94704. Enclose a check made out to “City of Berkeley.”</li> <li>Online: Email completed form to <a href="mailto:revdev@cityofberkeley.info">revdev@cityofberkeley.info</a> and pay online by e-check, Visa or MasterCard at <a href="https://www.e-billexpress.com/ebpp/BerkeleyCA/Login/Index">https://www.e-billexpress.com/ebpp/BerkeleyCA/Login/Index</a>. Make sure to enter your business name and the tax filing period in the payment description field so we can correctly apply the payment to your account.</li> </ul>			
Notes:			
A. Council Resolution 65,899–N.S. Establishes the Berkeley Tourism Business Improvement District. This assessment supports tourism in Berkeley by funding targeted marketing and promotional activities.			
B. Delinquent date is the last day of the month following the close of the reporting period.			
C. Penalties: If tax is not remitted by the delinquent date, add a penalty of 10% of the amount of the tax. If tax remains unpaid for a period of more than 30 days following the date upon which the remittance first became delinquent, add a second penalty of 10% of the amount of the tax.			
D. Interest: In addition to any penalties, add interest at the rate of 1% per month on the amount of the tax, from the date on which the tax first became delinquent to the date of payment.			
Signature			
I declare under penalty of perjury that the above statement is true and correct to the best of my knowledge and belief.			
Printed Name		Signature	Date