



# City of Berkeley

## Transient Occupancy Tax Return

Finance Department  
Treasury Division

MONTH ENDING: \_\_\_\_\_

YEAR: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Location: \_\_\_\_\_  
(In Berkeley)

Owner First Name: \_\_\_\_\_ Owner's Last Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Line	Monthly Hotel Information	
1	Gross Rent for Occupancy of Rooms	\$
2	Less: Allowable Deductions	\$
3	<b>Taxable Rents</b>	\$
4	Total Number of Rooms Available for Rent	
5	Total Number of Rooms Nights Occupied	
6	Average Room Rate	\$
<b>Transient Occupancy Tax and BTBID Assessment Calculation</b>		
4	*Transient Occupancy Tax ( Line 3 x 12%)	\$
5	Add: **BTBID Assessment (Line 3 x 1%)	\$
6	<b>TOTAL AMOUNT DUE</b>	\$

Note: Penalties and interest incurred will be billed for 30-days past due, calculated on each month past due.

(\*Allowable deductions are for Residents in Tenancy for 30 or more consecutive days; Any person as to whom it is beyond the power of the City to impose the tax herein provided; Any officer or employee of the Federal or State government who is exempt by express provision of federal or international treaty. Provide copy of government issued identification with this form.)

I declare under penalty of perjury that I am authorized to make this statement. To the best of my knowledge and belief it is a true, correct and complete statement made for the month indicated and in compliance with the City of Berkeley Transient Occupancy Tax Ordinance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Mail Payments to:**  
**City of Berkeley/Treasury Division, 2180 Milvia Street 3<sup>rd</sup> Floor, Berkeley, CA 94704**

\*Pursuant to chapter 7.36.010 of the Berkeley Municipal Code the City of Berkeley imposes a tax for occupying hotel rooms in the City of Berkeley.

\*\*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.