



Sonoma County Business Improvement Area Return

You are required to submit this return and pay the assessment pursuant to Sonoma County Ordinance 5525.

This return, accompanied by your remittance and supporting documentation, must be filed with the Tax Collector's Office by the DUE DATE.

EVEN IF NO ASSESSMENT IS DUE A RETURN MUST BE FILED WITH THE TAX COLLECTOR.

RETURNS RECEIVED OR POSTMARKED AFTER THE DUE DATE ARE SUBJECT TO DELINQUENT PENALTIES AND INTEREST.

Property Name:

Owner/Manager:

Mailing Address:

City, State Zip:

Property Address:

TOT Cert #:

Year:

CHANGE OF MAILING ADDRESS FORM ENCLOSED

↓ Please Select the Reporting Month or Quarter Below: ↓

Monthly:	<input type="radio"/> Jan	<input type="radio"/> Feb	<input type="radio"/> Mar	<input type="radio"/> Apr	<input type="radio"/> May	<input type="radio"/> June	<input type="radio"/> July	<input type="radio"/> Aug	<input type="radio"/> Sept	<input type="radio"/> Oct	<input type="radio"/> Nov	<input type="radio"/> Dec
Quarterly:	<input type="radio"/> First Qtr. (Jan-Mar) Due on or before April 30 <i>Delinquent as of May 1</i>			<input type="radio"/> Second Qtr. (Apr-Jun) Due on or before July 31 <i>Delinquent as of August 1</i>			<input type="radio"/> Third Qtr. (July-Sept) Due on or before October 31 <i>Delinquent as of November 1</i>			<input type="radio"/> Fourth Qtr. (Oct-Dec) Due on or before January 31 <i>Delinquent as of February 1</i>		
											Tax Office Verification	
1	Gross Rent Receipts for Occupancy of Rooms (Including Admin, Resort, Cleaning Fees and the Like Charged to Guests)						\$					
2	SUBTRACT: Exemptions—Additional Form(s) Required*						\$ ()					
3	SUBTRACT: Airbnb Adjustment—ENTER THE SUM OF YOUR GROSS EARNINGS and SEND IN THE GROSS EARNINGS REPORT WITH YOUR RETURN**						\$ ()					
4	Assessable Rent Receipts: Combine Lines 1 Through 3						\$					
5	Assessment Rate						X .02					
6	Assessment: Multiply Line 4 by Line 5						\$					
7	1st Penalty: 1—30 Days Late: Line 6 x 10%						\$					
8	2nd Penalty: 31+ Days Late: Line 6 x 10%						\$					
9	Interest: Amount on Line 6 x 1.5% x ____ (# of Months Late Beginning with the Delinquency Date)						\$					
10	Total Amount Due: Add Lines 6 Through 9						\$					
11	For Tax Office Use Only: Check # _____						Amount: \$					

I declare, under penalty of perjury, that the information contained herein is true and correct to the best of my knowledge.

Signature

Title

Phone/E-Mail

Date

** **ALL EXEMPTIONS (Over 30 Days, Foreign/Gov't Officials, Other) must be accompanied by the required form(s)** to support the amount(s) claimed in order to be valid and avoid an additional amount due – including penalties and interest. Forms are available at <http://sonomacounty.ca.gov/ACTTC/Revenue-Accounting/Transient-Occupancy-Taxes/Forms/>

** The **BIA Airbnb Adjustment must match the TOT Airbnb Adjustment** as they will be supported by the same Airbnb Gross Earnings Report. The Gross Earnings Report must add up to the amount reported on Line 3. **Remember to include the Gross Earnings Report with your return.** Airbnb Paid Out Reports/amounts will not be accepted.

Return this form with your check payable to: Sonoma County Tax Collector

Mail Your Return to: Sonoma County TOT Program, 585 Fiscal Drive, Suite 100, Santa Rosa, CA 95403

Retain a copy for your records.