

CITY OF NAPA – FINANCE DEPARTMENT
 955 School Street
 Mailing Address: P.O. Box 660, Napa, CA 94559-0660
 (707) 257-9508
 Updated 04/06/16

**MONTHLY TRANSIENT OCCUPANCY TAX AND NAPA VALLEY TOURISM
 IMPROVEMENT DISTRICT ASSESSMENT RETURN**

Business Name and Address: _____ Month of: _____

Return is due no later than the 10th day of the calendar month following the month subsequent to the reporting period (Example: The report for the month of October is due and payable no later than December 10th).

1	TOTAL NUMBER OF ROOMS		
2	PERCENT OF OCCUPANCY	%	
3	GROSS RENT FOR OCCUPANCY OF ROOMS		\$
4	Less: Allowable Deductions: (MUST attach City of Napa Exemption Request form)		
4a	Rent for occupancy by permanent residents (one who occupies or was of occupancy more than 30 consecutive days)	\$	
4b	Rent covered by City of Napa government agency exemption. (Must include supporting documentation)	\$	
5	TOTAL ALLOWABLE DEDUCTIONS (lines 4a + 4b))		\$(_____)
6	TAXABLE RENT: (line 3 minus line 5)		\$
7	TRANSIENT OCCUPANCY TAX DUE: 12% of line 6		\$
8	TOURISM IMPROVEMENT DISTRICT ASSESSMENT: 2% of line 6 (Excluding Vacation Rental Units)		\$
9	TOTAL TAX AND ASSESSMENT DUE (lines 7 + 8)		\$
10	PENALTIES		
	10% of line 9 if paid within 30 days of delinquent date OR	\$	
	20% of line 9 if paid more than 30 days after delinquent date	\$	
11	INTEREST		\$
	1% of Line 9 for each month or fraction of month after delinquency date		
12	TOTAL AMOUNT OWED tax+assessment+penalties+interest (lines 9+10+11)		\$

I declare under penalty of making a false statement that to the best of my knowledge and belief, the statements herein are correct and true.

SIGNED _____ TITLE _____ DATE _____

MAKE CHECKS PAYABLE TO: CITY OF NAPA
 Submit ORIGINAL to City of Napa Retain a COPY For Your Records