

CITY OF NAPA – FINANCE DEPARTMENT  
 955 School Street  
 Mailing Address: P.O. Box 660, Napa, CA 94559-0660  
 (707) 257-9508  
 Updated 01/14/14

**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 10<sup>th</sup> 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 10<sup>th</sup>).*

1	TOTAL NUMBER OF ROOMS		
2	PERCENT OF OCCUPANCY	%	
3	<b>GROSS RENT FOR OCCUPANCY OF ROOMS</b>		\$
4	Less: Allowable Deductions: <b>(MUST attach City of Napa Exemption Request form)</b>		
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	\$	
5	TOTAL ALLOWABLE DEDUCTIONS (lines 4a + 4b))		\$( )
6	<b>TAXABLE RENT:</b> (line 3 minus line 5)		\$
7	<b>TRANSIENT OCCUPANCY TAX DUE:</b> 12% of line 6		\$
8	<b>TOURISM IMPROVEMENT DISTRICT ASSESSMENT:</b> 2% of line 6 <i>(Excluding Vacation Rental Units)</i>		\$
9	<b>TOTAL TAX AND ASSESSMENT DUE</b> (lines 7 + 8)		\$
10	<b>PENALTIES</b>		
	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	<b>INTEREST</b>	\$	
	1% of Line 9 for each month or fraction of month after delinquency date		
12	<b>TOTAL AMOUNT OWED</b> 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