



Department of Finance
Revenue Development Division

**TRANSIENT OCCUPANCY TAX
MONTHLY REMITTANCE FORM**
Pursuant to Berkeley Municipal Code 7.36

Instructions: To be completed by the owner or operator.

SELECT FILING PERIOD

YEAR

January

March

May

July

September

November

February

April

June

August

October

December

BUSINESS INFORMATION

Transient Occupancy Registration Certificate Number: _____

Business Name: _____ Business Address: _____

Berkeley Short-Term Rental Location: _____ Zip Code: _____

of Units Available for Rent: _____ # of Rental Unit Nights Occupied: _____ Average Room Rate: _____

OWNER/OPERATOR INFORMATION

First Name: _____ Last Name: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Phone #: _____ Email Address: _____

CALCULATION OF TRANSIENT OCCUPANCY TAX

1	Gross Rental Receipts for Occupancy of Rooms	\$	
2	Less: Allowable Adjustments	\$	
3	Taxable Receipts (Line 1 less Line 2)	\$	
4	Amount of Transient Occupancy Tax Due (12% of Line 3)	\$	
5	BTBID Assessment (1% of Line 3 [See A below])	\$	
6	Penalties (See C below)	\$	
7	Interest (See D below)	\$	
8	Total Amount Due (Add lines 4, 5, 6, and 7)	\$	

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: _____

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.

Send form and payment to:
City of Berkeley – Treasury Office
2180 Milvia Street, 3rd Floor
Berkeley, CA 94704