

CITY OF POMONA

Instructions for completing TRANSIENT OCCUPANCY TAX RETURN

- Line 1: Enter your TOTAL RECEIPTS for the month, not including any tax collected.
- Line 2: Enter any receipts that are not from room rentals.
(for example: phone charges, snacks sold, movie rentals)
- Line 3: Subtract Line 2 from Line 1, and enter the result here.
- Line 4: Enter any rent paid by representatives of a foreign government.
(unlikely to be anything; documentation must be provided)
- Line 5: Enter any rent paid by long-term (over 30 days) lodgers.
- Line 6: Add Lines 4 and 5 together, and enter the result here.
- Line 7: Subtract Line 6 from Line 3, and enter the result here.
- Line 8: Enter 10% of Line 7. **THIS IS YOUR TOTAL TAX DUE.**

If payment is made after the due date (see Lines 9, 10, and 11), please contact this office, and we will help you calculate any penalties and interest which may apply.

QUESTIONS? Please call (909) 620-2062.