

**City of Concord
 Transient Occupancy Tax Return (TOT) and
 Tourism Business Improvement District (TBID)
 Assessment Form**

| Filer | | |
|-----------------|-----------------------|----------------------------------------------|
| Hotel Name | Reporting Month | |
| Mailing Address | City, State, Zip code | *Due on/before (last day of following month) |
| Contact Person | Email Address | Phone Number |

TOT - Transient Occupancy Tax Calculations

1. **Gross Receipts:** Receipts for the occupancy of all rooms _____
2. **Exemption:** List **ALL** receipts exempt from room tax
(CMC 3.15.240) _____
3. **Allowable Deductions:** Rent from occupants who complete
31 or more consecutive days of lodging. The deduction applies
beginning the 31st day (CMC 3.15.240) _____
4. **Taxable Rents:** Line 1 minus Line 2 + 3 _____
5. **TOT Tax Due:** Line 4 times 10% _____

TBID - Tourism Business Improvement District

*Properties with 30+ rooms: (circle one) **YES** or **NO** – if no, the following TBID does not apply*

6. **Taxable Rents:** Amount from Line 4 _____
7. **TBID Tax Due:** Line 6 times 3% _____

Total Overall Remittance (TOT & TBID): Add Lines 5 + 7 _____

Total Overall Penalties & Interest (TOT & TBID): refer to reverse..... _____

If not paid timely, please refer to Penalties & Interest on reverse

Prepared By – Read Carefully before completing

I declare under penalty of perjury that the foregoing information and tax calculations are true to the best of my knowledge

 Preparer’s Signature

 Date

Steps to take to get your payment in on time:

Visit our TOT Webpage at: <http://www.cityofconcord.org/887/Transient-Occupancy-Tax-TOT>

1. Download and fill out the form
2. Submit payment to our online payment portal:
https://hdlcompanies.formstack.com/forms/concord_payments
3. Email form to AccountsReivable@cityofconcord.org

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| Important Dates | | |
|------------------|----------------|-------------------------------------------------|
| Reporting Months | Due on/before | Delinquency 10% Penalty & 1% Interest Begins |
| January | February 28/29 | March 1 |
| February | March 31 | April 1 |
| March | April 30 | May 1 |
| April | May 31 | June 1 |
| May | June 30 | July 1 |
| June | July 31 | August 1 |
| July | August 31 | September 1 |
| August | September 30 | October 1 |
| September | October 31 | November 1 |
| October | November 30 | December 1 |
| November | December 31 | January 1 |
| December | January 31 | February 1 |

- ***A 10% penalty is assessed for payments received after the stated due date.***
- ***Additional penalties are assessed for continued delinquency (CMC 3.15.290).***
- ***In addition to penalties, 1% interest is assessed for delinquent payments (CMC 3.15.290).***

If your Transient Occupancy Tax Return (TOT) is not returned on or before its due date and as a result is now delinquent, please fill out the following and include the payment along with your TOT & TBID submittal:

TOT - Transient Occupancy Tax

1. **Penalties:** *TOT Tax Due (Line 5) times 10%* _____
2. **Interest:** *TOT Tax Due (Line 5) times 1%* _____
3. **Total TOT Penalties & Interest:** *Lines 1 + 2* _____

TBID - Tourism Business Improvement District

4. **Penalties:** *TBID Tax Due (Line 7) times 10%* _____
5. **Interest:** *TBID Tax Due (Line 7) times 1%* _____
6. **Total TBID Penalties & Interest:** *Lines 4 + 5* _____

Total Overall Penalties & Interest (TOT & TBID): *Add Lines 3 + 6* _____