

**TRANSIENT OCCUPANCY TAX RETURN &  
VCWTBID/VTMD REMITTANCE**

<b>HOTEL NAME:</b>		
<b>OWNER NAME:</b>		
<b>MAILING ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>

<b>ACCOUNT NO.:</b>
<b>MONTH COVERED:</b>
<b>DUE DATE:</b>

**INSTRUCTIONS ARE ON PAGE THREE (3).**

The Municipal Code regarding Transient Occupancy Tax (Chapter 4.115) can be found on the City's website at:  
[https://library.municode.com/ca/san\\_buenaventura/codes/code\\_of\\_ordinances](https://library.municode.com/ca/san_buenaventura/codes/code_of_ordinances)  
 For information regarding the collection and remittance of the VCWTBID & VTMD, call the Business Tax Office at 805-658-4715.

<b>TRANSIENT OCCUPANCY TAX</b>	
<b>NO. OF ROOMS:</b>	<b>PERCENT OF OCCUPANCY %:</b>
<b>TOTAL RENT COLLECTED FOR MONTH:</b>	<b>1</b>
<b>RENT EXEMPT FROM TRANSIENT OCCUPANCY TAX:</b>	<b>2</b>
<b>TAXABLE RENTS:</b> Line 1 minus Line 2	<b>3</b>
<b>TAX:</b> 10% of Line 3	<b>4</b>
<b>PENALTIES:</b> See page 3 for calculation instructions	<b>5</b>
<b>INTEREST:</b> See page 3 for calculation instructions	<b>6</b>
<b>TOTAL TRANSIENT OCCUPANCY TAX DUE:</b> (Add Lines 4 through 6)	<b>7</b>
<b>VENTURA COUNTY WEST TOURISM BUSINESS IMPROVEMENT DISTRICT (VCWTBID)</b>	
<b>RENT NOT SUBJECT TO VCWTBID ASSESSMENT:</b> See page 3	<b>8</b>
<b>RENTS SUBJECT TO VCWTBID ASSESSMENT:</b> Line 1 minus Line 8	<b>9</b>
<b>VOCTBID ASSESSMENT:</b> 2% of Line 9	<b>10</b>
<b>PENALTIES:</b> See page 3 for calculation instructions	<b>11</b>
<b>INTEREST:</b> See page 3 for calculation instructions	<b>12</b>
<b>TOTAL VOCTBID ASSESSMENT DUE:</b> (Add Lines 10 through 12)	<b>13</b>
<b>VENTURA TOURISM MARKETING DISTRICT (VTMD)</b>	
<b>RENT NOT SUBJECT TO VTMD ASSESSMENT:</b> See page 3	<b>14</b>
<b>RENTS SUBJECT TO VTMD ASSESSMENT:</b> Line 1 minus Line 14	<b>15</b>
<b>VTMD ASSESSMENT:</b> 2% of Line 15	<b>16</b>
<b>PENALTIES:</b> See page 3 for calculation instructions	<b>17</b>
<b>INTEREST:</b> See page 3 for calculation instructions	<b>18</b>
<b>TOTAL VTMD ASSESSMENT DUE:</b> (Add Lines 16 through 18)	<b>19</b>
<b>TOTAL DUE:</b> (Add Lines 7, 13 and 19)	<b>20</b>

**RETURN THIS FORM WITH PAYMENT**

Business Tax Office: 501 Poli Street, Room 107, Ventura, CA 93001 Ph: 805-658-4715 • Fax: 805-653-0634 • Email: BL@cityofventura.ca.gov

I declare that I am duly authorized to make these statements, and that, to the best of my knowledge and belief, the facts stated herein are true, correct and complete and are made in good faith for the period stated, in compliance with the San Buenaventura Municipal Code.

<b>SIGNATURE:</b>	<b>TITLE:</b>
<b>PHONE #:</b>	<b>DATE:</b>

<b>OFFICE USE ONLY</b>	<b>PMD:</b>	<b>CK#:</b>
	<b>CK\$:</b>	

## INSTRUCTIONS FOR COMPLETING TOT/VOCTBID/VTMD RETURN FORM

### TRANSIENT OCCUPANCY TAX (TOT)

1. Enter total number of rooms available for rent in your facility. This is determined by multiplying the number of rooms by the number of days in the month.
2. Enter the percentage of occupancy for this period determined by the total number of available rooms/spaces divided by the number of rented rooms/spaces
3. Enter total rent collected for the month in Line 1, tax-exempt rents in Line 2, and calculate tax on taxable rents in Line 3.

**NOTE:** An Exemption Claim Form signed by the GUEST must accompany each exemption. Exemptions are listed on the Exemption Claim Form and are more detailed in the Municipal Code (also found in the Operator's Handbook). Exemptions without signed and completed backup documentation will be disallowed.

4. Payments received or postmarked by U.S. Postal stamp after the due date are considered delinquent and will be assessed penalties and interest. If due date falls on a weekend or national holiday, payment or post-mark is accepted on the next business day.

Enter PENALTIES on Line 5: 10% of Line 4 if paid within 30 days AFTER delinquent date;  
20% of Line 4 if paid more than 30 days AFTER delinquent date.

Enter INTEREST on Line 6: Compute interest at ½% (.005) of Line 4 for each month  
or fraction of month after delinquent date.

5. Report any CHANGE OF ADDRESS immediately to the Business Tax Office. If business should CEASE TO OPERATE for any reason, immediately file a Closing Return and pay tax due.

### VENTURA COUNTY WEST TOURISM BUSINESS IMPROVEMENT DISTRICT (VCWTBID) AND VENTURA TOURISM MARKETING DISTRICT (VTMD)

#### VCWTBID & VTMD EXEMPTION CRITERIA

The following criteria are not subject to the VCWTBID and VTMD Assessments and the totals of which shall be combined and entered in Lines 8 and 14, respectively.

1. Any stays of more than thirty (30) consecutive days and accompanied by an exemption form signed by the guest.
2. Any stays by any federal or State of California officer or employee when on official business and stays by any officer or employee of a foreign government who is exempt by reason of express provision of the federal law or international treaty.

#### PENALTIES AND INTEREST

1. Enter PENALTIES: 10% of VCWTBID and VTMD Assessments if paid within 30 days, AFTER delinquent date  
20% of VCWTBID and VTMD Assessments if paid more than 30 days AFTER delinquent date
2. Enter INTEREST: Compute interest at ½% (.005) of VCWTBID and VTMD Assessments for each month  
or fraction of month after delinquent date.

#### MORE ABOUT VCWTBID:

Developed by the Ventura County Lodging Association (VCLA), the Ventura County West Tourism Business Improvement District (VCWTBID) is a benefit assessment district passed to help fund marketing and sales promotion efforts for Ventura, Oxnard, and Camarillo lodging businesses. For more information regarding VCWTBID contact Rebekah Evans, Executive director of the Ventura County Lodging Association, at 805-485-3300.

#### MORE ABOUT VTMD:

Developed by the Ventura Visitors and Convention Bureau (VVCB) and Ventura hoteliers, the Ventura Tourism Marketing District (VTMD) is a benefit assessment district passed to provide specific benefits to payors, by funding marketing and sales promotion efforts for assessed businesses. The VTMD includes all lodging businesses located within the boundaries of the City of Ventura. For mor information regarding VTMD contact Marlyss Munguina Auster, President & CEO of Ventura Visitors and Convention Bureau at 805-641-1400.