

## TRANSIENT OCCUPANCY TAX FAQs

### ❖ What is the Transient Occupancy Tax (TOT)?

TOT is a tax collected from guests that occupy or have a right to occupy a living space or establishment for 30 days or less. TOT is currently 5% of the rent and must be collected by the operator from the guest at the time of payment, whether or not it was received.

### ❖ When is the reporting period?

TOT must be reported and paid to the county by the operator and is due within one calendar month of the close of each reporting period.

<u>Reporting Period</u>	<u>Payment Due Date</u>
1 <sup>st</sup> Quarter July 1 – September 30	October 31
2 <sup>nd</sup> Quarter October 1 – December 31	January 31
3 <sup>rd</sup> Quarter January 1 – March 31	April 30
4 <sup>th</sup> Quarter April 1 – June 30	July 31

### ❖ When do penalties and interest apply?

Solano County Code Chapter 11-26  
Penalties for delinquent payment

(a) Original delinquency. Any operator who fails to remit any tax imposed by this article within the time required shall pay a penalty of ten per cent of the amount of the tax, in addition to the amount of the tax.

(b) Continued delinquency. Any operator who fails to remit any delinquent remittance on or before a period of thirty days following the date on which the remittance first became delinquent shall pay a second delinquency penalty of ten per cent of the amount of the tax, in addition to the amount of the tax and the ten per cent penalty first imposed.

(c) Fraud. If the tax administrator determines that the nonpayment of any remittance due under this article is due to fraud, a penalty of twenty-five per cent of the amount of the tax shall be added in addition to the penalties stated in subdivisions (a) and (b) of this section.

(d) Interest. In addition to the penalties imposed, any operator who fails to remit any tax imposed by this article shall pay interest at the rate of one-half of one per cent per month or fraction thereof on the amount of the tax, exclusive of penalties, from the date on which the remittance first became delinquent until paid.

(e) Penalties merged with tax. Every penalty imposed and such interest as accrues under the provisions of this section shall become a part of the tax required to be paid under this article.

### ❖ What is rent?

Rent is the consideration charged, whether or not received, for the occupancy of space in a hotel, valued in money, whether to be received in money, goods, labor or otherwise, including all receipts, cash, credits and property and services of any kind or nature, without any deduction whatsoever.

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### ❖ Will I receive a bill?

No. TOT is a self-reporting tax and is based upon the establishment's revenue. TOT operators are required to complete the [TOT Worksheet](#) to determine the amount of TOT due the county. The form along with payment must be mailed to the Tax Collector by the last day of the month following the end of the reporting period.

### ❖ How do I make a TOT payment?

TOT payments must be mailed to our office along with the [TOT Worksheet](#). Payments postmarked after the due date are considered late and subject to penalties.

Mail payments to:

Solano County Tax Collector  
Attn: TOT  
675 Texas Street, Suite 1900  
Fairfield, CA 94533

### ❖ Who is exempt from TOT?

Solano County Code Chapter 11-22  
No tax levied by this article shall be imposed upon:

(a) Any person as to whom, or any occupancy as to which, it is beyond the power of the county to impose the tax provided in this article; provided, that no exemption shall be available and that tax shall be imposed upon any officer or employee of the United States or this state and political subdivisions of the state when traveling on official business.

(b) Any officer or employee of a foreign government who is exempt by reason of express provision of federal law or international treaty.

(c) No exemption shall be granted except upon a claim made at the time rent is collected and under penalty of perjury upon a form prescribed by the tax administrator.