



# CITY OF WESTMINSTER

## Transient Occupancy Tax (TOT) Return Form

Every person providing transient lodging for remuneration in the City of Westminster must collect a tax of eight (8%) percent on the rent paid unless that rent qualifies for exclusion or exemption. All allowable exclusions and exemptions must accompany this return form. **This tax is due and payable to the City, on or before the 15<sup>th</sup> day of the month following the close of the reporting period.** For failure to pay the amount prior to the due date, the lodging provider is subject to paying a penalty and interest on the tax due. The penalty is ten percent (10%) of the amount due. The interest rate is one and one-half percent (1.5%) per month or fraction thereof until the date of remittance or payment. *Change of ownership, suspension, or disposal of business must be reported to us immediately.*

FILE ONLINE AT: <https://westminster.hdlgov.com/Home/index/TOT> ACCOUNT NO: \_\_\_\_\_ PIN: \_\_\_\_\_

Lodging Establishment Name and Address

Reporting Period (MM / YYYY)

_____	_____
_____	Number of Rooms Rented During the Period _____
_____	Number of Rooms Available During the Period _____

**This return is subject to audit:**

1. Gross Rent Paid for Lodging..... 1. \$ \_\_\_\_\_

Allowable Exemptions

2. Rent for Long-Term Occupancy (one who occupies or has right of occupancy for more than 30 consecutive days)\*..... 2. \$ \_\_\_\_\_

3. Government Agencies..... 3. \$ \_\_\_\_\_

4. TOTAL EXEMPTIONS (Add Lines 2 and 3. Documentation must be attached.)..... 4. \$ \_\_\_\_\_

5. Net Taxable Rent: (Line 1 minus Line 4)..... 5. \$ \_\_\_\_\_

6. Transient Occupancy Tax (Line 5 x 8% or 0.08)..... 6. \$ \_\_\_\_\_

7. Penalty (Line 6 x 10% or 0.10, if past due)..... 7. \$ \_\_\_\_\_

8. Interest (Line 6 x 1.5% or 0.015, for each month or fraction thereof)..... 8. \$ \_\_\_\_\_

**TOTAL AMOUNT DUE (Add Line 6 through Line 8) TOTAL \$ \_\_\_\_\_**

I declare under penalties prescribed that the information provided in this return is true and correct to the best of my knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Please make check payable to: **City of Westminster**  
 Mail to: **City of Westminster TOT Processing Center**  
**8839 N Cedar Ave #212 · Fresno, CA 93720**  
 Need assistance? Email [WestminsterTOT@hdlgov.com](mailto:WestminsterTOT@hdlgov.com) or call (657) 622-0222.

\*Term Exclusion: For stays of more than thirty (30) continuous days or 30 consecutive days stay. The tax must be collected and remitted for days one (1) through thirty (30) in the absence of a prior written agreement renting for longer than thirty (30) continuous days.