



City of Grover Beach
Administrative Services Division
Transient Occupancy Tax / Tourism Marketing Remittance Form

154 South Eighth Street | Grover Beach, CA 93433 | Phone (805) 473-4550 | str.groverbeach.org

Reporting Period Month _____ / Year: 20 _____

Save Time and Pay Online! str.groverbeach.org

Payment is due on or before the last day of the month following the reporting period. Postmarks are not accepted.

TRANSIENT OCCUPANCY TAX INFORMATION

A. Establishment Name / Proprietor	B. STR / BTC No.
C. Business Street Address (Must be in City)	
Grover Beach CA 93433	

CALCULATION OF TAXES / ASSESSMENTS

1. Total Rent Received for Current Month Stays.....	\$ _____
2. Allowable Deductions (<i>Attach Appropriate Documentation, See Instructions</i>)	
a. Rent from stays greater than 30 days.....	\$ _____
b. Rent from Federal / State employee on business.....	\$ _____
c. Officer or Employee of a foreign government on business.....	\$ _____
d. Subtotal (<i>Lines 2.a through 2.c., if no deductions mark \$0</i>)	\$ _____
3. TOTAL TAXABLE RENTS (<i>Line 1 minus Line 2.d</i>)	\$ _____
4. Taxes / Assessments	
a. Transient Occupancy Tax Due (<i>12% of Line 3</i>)	\$ _____
b. SLO County Tourism Marketing District (<i>1.5% of Line 3</i>).....	\$ _____
5. TOTAL TAXES AND ASSESSMENTS DUE (<i>Line 4.a Plus 4.b</i>)	\$ _____
6. Penalties Assessed	
a. TOT – If less than 30 days late (<i>10% of Line 4.</i>)	\$ _____
b. TOT – Greater than 60 days (<i>10% of Line 4.a Plus Line 6.a</i>).....	\$ _____
c. SLO TMD – If less than 30 days late (<i>10% of Line 4.b</i>).....	\$ _____
d. SLO TMD – Greater than 60 days (<i>10% of Line 4.b Plus Line 6.c</i>).....	\$ _____
7. TOTAL PENALTIES DUE (<i>Lines 6.a through 6.d, if no penalty due mark \$0</i>)	\$ _____
8. TOTAL AMOUNT DUE (<i>Add Line 5 and 7</i>)	\$ _____

Certification

I certify, under the penalty of perjury, that I am the authorized representative of the above establishment and the statement herein is true and correct to the best of my knowledge:

Signature _____ Printed Name: _____

Date: ___ / ___ / ___ Phone Number _____ Email: _____



Transient Occupancy Tax / Tourism Marketing Remittance Form

INSTRUCTIONS

- A. **Establishment Name / Proprietor** –Enter the name of your hotel / motel, or in the case of a short term rental, your name in which your short term rental permit is under.
- B. **STR Permit No.** – If this remittance is for a short term rental business, please provide your permit number. If a hotel or motel provide BTC Number. If none exists, leave blank.
- C. **Business Street Address** – Provide the address of your hotel / motel or short term rental. Address must be within the City of Grover Beach.
1. **Total Rent Received** –Provide the total rent received for the reporting month. This is the total amount collected from your base rent. Do not include cleaning fees, resort fees, parking fees, or services fees.
2. **Deductions.** Enter the amount of rent charged for any of the following. You must include documentation including travel orders, invoices, and identification in order to claim the deduction. **Lack of documentation will cause an additional penalty of 25%** of the amount that is due, consistent with section 10607.C of the Grover Beach Municipal Code.
 - a. Rent collected for stays greater than 30 days are exempt. Please provide an invoice of 30 consecutive calendar days of a stay.
 - b. Rent collected from a federal or state employee on official business. Please provide an official travel order on letterhead.
 - c. Rent collected for stays by an officer or employee who is exempt by reasons of express provisions of federal law or international treaty are exempt. Provide any documentation.
3. **Total Taxable Rents** – Take Line 1 and subtract the amount from Line 2.d. This is the amount of total taxable rent for your reporting period.
4. **Tax / Assessments** – This section will calculate the total tax and assessments due for the reporting period. A reporting assessment is due regardless if no tax is due.
 - a. **Transient Occupancy Tax** – Consistent with section 10602 of the Grover Beach Municipal Code, a 12% tax shall be collected for the privilege of occupancy of hotel /motel or short term rental within the City of Grover Beach.
 - b. **SLO County Tourism Marketing District** – The County of San Luis Obispo requires all operators who collect TOT within the County to collect an additional 1% of taxable rents to provide funding for County-wide marketing, advertising, promotions and sales efforts on behalf of the assessed businesses.
5. **Total Taxes and Assessments Due** – Add Lines 4.a and 4.b This is your total tax due for the reporting period.
6. **Penalties Assessed** – If submitting the remittance after the date of when taxes / assessments are due, penalties are owed.
 - a. **TOT Less than 30 days.** An additional 10% is owed for TOT remittance
 - b. **TOT Greater than 60 days.** An additional 10% of Line 4.a and Line 6.a is due.
 - c. **SLO TMD Less than 30 days.** An additional 10% is owed for TMD remittance.
 - d. **SLO TMD Greater than 60 days.** An additional 10% of Line 4.b and Line 6.b is due.
7. **Total Penalties Due** – Add lines 6.a through 6.d. If no penalties are owed mark \$0.
8. **Total Amount Due** – This is the total amount that is owed. This amount must be remitted with this completed, sign certification.

Return / Payment Remittance

Payments may be made with credit card or ACH transaction online at str.groverbeach.org

Payments of cash or check may be made at the following location:

154 South 8th Street, Grover Beach, CA, 93433