



# City of Pacific Grove

## Transient Occupancy Tax (TOT) Return

with Hospitality Improvement District Assessment



Every person providing transient lodging for remuneration in Incorporated Pacific Grove must collect a tax of twelve percent (12%) on the rent paid, unless that rent qualifies for exclusion or exemption. This tax is due and payable to the City monthly, on or before the 15th day of the month following the close of each tax 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 initial penalty is ten percent (10%) of the tax amount due; further delinquency is subject to an additional penalty of ten percent (10%). The interest rate is one half of one percent (0.5%) per month or fraction thereof.

Account Number: \_\_\_\_\_

Lodging Establishment: \_\_\_\_\_

Number of Rooms  
Rented for the Period \_\_\_\_\_

Number of Rooms  
Available for the Period \_\_\_\_\_

Period Ending: \_\_\_\_\_

Year: \_\_\_\_\_

This Return is Subject to Audit:

1.	Gross Rent Paid for Lodging	\$	
2.	Excluded Rent - Term (>30 days) **	\$	
3.	Net taxable rent (subtract Line 2 from Line 1)	\$	
4.	Tax (12% of Line 3)	\$	
5.	Penalty (add 10% of Line 4, if 1-30 days past due, 20% for delinquencies greater than 30 days)	\$	
6.	Interest (add 0.5% for each month or fraction thereof Line 4 is delinquent)	\$	
7.	Number of occupied rooms during period		
8.	PGHID Assessment (Multiply Line 7 by \$2)	\$	
TOTAL PAYMENT: TOT and PGHID Assessment (Add Lines: 4, 5, 6, and 8)		\$	

*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)

**\*\* Term Exclusion:** For stays of more than thirty (30) continuous days; -- that is, after thirty (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.

**Please make check payable to the City of Pacific Grove & Remit to:**  
 City of Pacific Grove TOT Processing Center  
 8839 N. Cedar Ave #212 • Fresno, CA 93720  
 Email To: [PacificGroveps@hdlgov.com](mailto:PacificGroveps@hdlgov.com)  
 Phone: (831) 233-6559