

**CITY OF DUARTE  
TRANSIENT OCCUPANCY TAX  
QUARTERLY COMPUTATION FORM**



**Hotel/Motel Name & Address**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please Check Tax Period**

**Due Date**

January 1 – March 31 ..... **April 30**

April 1 – June 30 ..... **July 30**

July 1 – September 30 ..... **October 31**

October 1 – December 31 ..... **January 31**

Fill in the information below to compute the tax amount due.

<b>1. Total rent charged for occupancy of rooms (excluding TOT)</b>	<b>1.</b>
<b>2. Allowable Deductions</b> a) Occupancies over 30 days b) Governmental Agencies c) Adjustments  <b>Total Allowable Deductions</b>	<b>2.</b>
<b>3. Taxable Rent, Subtract Line 1 from Line 2</b>	<b>3.</b>
<b>4. Total Tax Due, Multiply Line 3 by 10%</b>	<b>4.</b>
<b>5. Penalty for Delinquent Payment.</b> If payment is postmarked after due date. Multiply Line 4 x 10%	<b>5.</b>
<b>6. Penalty for Continued Delinquency.</b> If payment is postmarked after due date and late for an additional month. Multiply Line 4 x 10%	<b>6.</b>
<b>7. Interest penalty for late filing.</b> Interest begins when the Penalty for Delinquent Payment begins and accrues for each additional month thereafter, until paid. Multiply Line 4 by .5% for each month delinquent	<b>7.</b>
<b>8. Total Tax Due (Add Lines 4 through Line 7)</b>	<b>8.</b>

**Check box, if there is NO tax reporting for this quarter.**

Payment must be postmarked by due date. Be sure to sign and return this form with payment. Retain a copy for your files. If you have any questions regarding this form, please call (626) 386-6811. Business Hours are Monday – Thursday, 7:30 am to 6:00 pm. Make check payable to:

**City of Duarte  
Attn: Finance Division  
1600 Huntington Drive  
Duarte, CA 91010**

**I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION IN THIS FORM IS TRUE AND CORRECT.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

The City of Duarte Transient Occupancy Tax is codified in Title 3, Chapter 3.05 of the Duarte Municipal Code. Refer to [https://www.municode.com/library/ca/duarte/codes/code\\_of\\_ordinances](https://www.municode.com/library/ca/duarte/codes/code_of_ordinances)