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City of Palo Alto, CA TOT • c/o Avenu Insights & Analytics • 555 Bryant Street #821 • Palo Alto, CA 94301

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

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

This space is for changes which have occurred since the last submitted report. If the business has been sold, indicate the new owner's name, mailing address and date of sale.

Filing Period: (If you are filing for more than one filing period, please complete a separate return for each filing period.)
Payment must be on or before the last day of the month following the reporting month. Late payments are subject to penalties as outlined in Section 2.33.070 of the Palo Alto Municipal Code.
January February March April May June July August September October November December YEAR: 20 \_\_\_\_
Due Date: Must be postmarked on or before the last day of each month following the tax period to be considered timely filed.
(Example: July's taxes are due on or before August 31st)

Units available for rent A. \_\_\_\_\_
Calendar days in this month B. \_\_\_\_\_
Available room days (Line A times Line B) C. \_\_\_\_\_ (IC 9914 31-80)
Taxable transient D. \_\_\_\_\_
Exempt transient E. \_\_\_\_\_
Exempt non-transient F. \_\_\_\_\_
Occupied room days (Total Lines D, E, F) G. \_\_\_\_\_ (IC 9914 31-81)
Percentage Occupancy (Line G divided by Line C) H. \_\_\_\_\_ %

Total occupancy charges for the month I. \$ \_\_\_\_\_

Exemptions and adjustments claimed

Non-transient occupants J. \_\_\_\_\_

Foreign government representatives and

US Federal/State of California employees K. \_\_\_\_\_

Other exemptions: Please explain: \_\_\_\_\_ L. \_\_\_\_\_

City authorized adjustments M. \_\_\_\_\_

Exemptions and adjustments (Total Lines J, K, L, M) N. \$ \_\_\_\_\_

Net charges subject to tax (Line I minus Line N) O. \$ \_\_\_\_\_ (IC 9914 30-11)

Amount of Tax (15.5% (0.155) times Line O) P. \$ \_\_\_\_\_

Penalties (if applicable):

(a). 1st Penalty - 10% applied if not filed by due date (Line P times 0.10%) (a) \_\_\_\_\_

(b). 2nd Penalty -10% if not filed after the first (30) days (Line P plus Line (a) times 0.10%) (b) \_\_\_\_\_

(c). 3rd Penalty - 1% per month after (60) days until paid (c) \_\_\_\_\_

(Line P plus Line (a) plus Line (b) times 0.01%)

Total Penalties: Total Lines (a, b, c) Q. \$ \_\_\_\_\_

Total Amount Due (Line P plus Line Q) R. \$ \_\_\_\_\_

Make check payable to "Tax Trust Account"

I declare the information contained herein, including any exhibits attached hereto, is true and correct to the best of my knowledge.

The information in this tax return is provided to Avenu Insights and Analytics on behalf of the City in confidence. Disclosure of this information to third parties will result in an unfair competitive disadvantage to this company. If you want your data to be confidential, please check the box each month and sign and submit your form. [ ]

Taxpayer's/Paid Preparer's Signature Date Signed Telephone Fax

Printed Name Email FEIN