



EL DORADO COUNTY

Quarterly Transient Occupancy Tax Return

TREASURER – TAX COLLECTOR
K. E. COLEMAN, MBA | M.ACC.

360 Fair Lane, Placerville, CA 95667
(530) 621-5800 | taxcollector@edcgov.us

PURSUANT TO ORDINANCE NO. 5161; TITLE 3, CHAPTER 28

TOT #: _____
Property Address: _____
Owner/Agent: _____
Mailing Address: _____
City, State, Zip: _____

Pay online at:
Edcgov.us/Government/TaxCollector. Fees apply
for debit/credit card and echeck payments.

Make checks payable to:
K. E. Coleman, MBA
Treasurer-Tax Collector
360 Fair Lane
Placerville, CA 95667

Check quarter for which return is prepared and indicate year:

1st quarter (1/1 thru 3/31) 20__ [] 3rd quarter (7/1 thru 9/30) 20__
2nd quarter (4/1 thru 6/30) 20__ [] 4th quarter (10/1 thru 12/31) 20__

[] Check if Final Return
[] Off Market [] Sold
[] Other _____

Total Gross Receipts include Airbnb (Enter zero if no rental receipts received) Line 1 \$ _____
Total Exemptions Line 2 \$(_____)
Net Receipts (Subtract line 2 from line 1) Line 3 \$ _____
Transient Occupancy Tax (Multiply line 3 by 10% (.10)) Line 4 \$ _____
Less: Airbnb Tax sent directly to El Dorado Co. Tax Collector by Airbnb* Line 5 \$ _____
(*Airbnb Gross Earnings Report supporting adjustment must be attached to this return.)
Net Tax Due (Subtract line 5 from line 4) If paid timely, skip to line 8 Line 6 \$ _____
Late Penalty & Interest (See Penalty & Interest Calculations box on page 2) Line 7 \$ _____
Total Tax Due (add line 6 plus line 7) PAY THIS AMOUNT Line 8 \$ _____

SIGNATURE REQUIRED

I declare under penalty of perjury that the foregoing information has
been examined and to the best of my knowledge is a true and
accurate statement.

Print Name: _____
Signature: _____
Phone #: _____
E-Mail: _____
Title: _____
Owner, Partner, Agent or Officer
Date Website

NOTICE

If the tax is not paid on or before the last day of the month
following the end of the calendar, penalties and interest apply.

Delinquent Dates: 1st Qtr – April 30 3rd Qtr – Oct 31
2nd Qtr – July 31 4th Qtr – Jan 31

Delinquent penalties and interest apply if the tax is not remitted
timely. Transactions are subject to audit.

If no transient occupancy occurs during a quarter, a “no receipts”
tax return must be filed.

KEEP A DUPLICATE COPY OF THIS RETURN
FOR YOUR RECORDS.

Note: Transient occupancy tax collected is required to be “held in trust,” until remitted along with the Quarterly Transient
Occupancy Tax Return. Ordinance, Sections 3.28.030 Imposed, 3.28.050, Operator duties, and 3.28.070 Reporting and remitting.

INSTRUCTIONS

Gross Receipts: Total the types of room rent collected for the quarter on **Line 1**. "Rent" means the monetary value of the consideration charged, whether or not received, without deductions. Rent includes cleaning fees. Rollaway bed fees, pet fees, etc. (Sec. 3.28.020)

Exemptions: Enter the amount of individual exemptions claimed and total the amounts on **Line 2**. (Sec. 3.28.040)

Net Receipts: Subtract **Line 2** from **Line 1** and enter on **Line 3**.

Transient Occupancy Tax: Multiply **Line 3** by 10% (0.10) and enter on **Line 4**.

Total Tax Due: Add **Line 6** plus **Line 7** and enter on **Line 8**.

PENALTY & INTEREST CALCULATIONS

- | | |
|--|----------|
| • If payment postmarked 1-30 days after delinquency date,
multiply Line 6 (see page 1) by 10% (0.10)..... | \$ _____ |
| • If payment postmarked more than 30 days after delinquency date,
multiply Line 6 (see page 1) by 20% (0.20)..... | \$ _____ |
| • Interest charged from date of delinquency to date postmarked or paid. Multiply amount
on Line 6 by 10% per annum or 0.00833 per month multiplied by # of months..... | \$ _____ |
| Late Penalty & Interest Due (add above amounts and enter total on page 1, Line 7 | \$ _____ |