



CITY OF PORT HUENEME

Transient Occupancy Tax (TOT) Return

Every person providing transient lodging for remuneration in the Incorporated City of Port Hueneme must collect a tax of ten (10%) on the rent paid, unless that rent qualifies for exclusion or exemption. All allowable exclusions and exemptions must accompany this return form. This tax is due and payable to the City, on or before the last day of the month following the close of period. For failure to pay by the amount prior to the due date, the lodging provider is subject to paying a penalty on the tax due. The initial penalty is ten percent (10%) of the amount due; further delinquency is subject to an additional monthly penalty for the first two months (20% max). The interest rate is one percent (1%) per month or fraction thereof. *Change of ownership, suspension, or disposal of business must be reported to us immediately.*

FILE ONLINE AT: <https://porthueneme.hdlgov.com> ACCOUNT NO: PIN:

Lodging Establishment Name and Address _____
Reporting Period (MM / YYYY) _____
Number of Rooms Rented During the Period _____
Number of Rooms Available During the Period _____

This return is subject to audit:

1. Gross Rent Paid for Lodging	1. \$ _____
2. Less Allowable Deductions Rent for occupancy by permanent residents (one who occupies or has right of occupancy at least 30 consecutive days) or government officers or employees. Must attached exemption claim forms.	2. \$ _____
3. Net Taxable Rent: (Line 1 minus Line 2)	3. \$ _____
4. Tax (10% or 0.10 x Line 3)	4. \$ _____
5. Ventura County West Tourism Business Improvement District Assessment (2% or .02 x Line 3)	5. \$ _____
6. Penalty (Line 4 x 10% or 0.10, for each of the first two months past due.)	6. \$ _____
7. Interest (Line 4 x 1% or 0.01, for each month or fraction thereof)	7. \$ _____
TOTAL AMOUNT DUE (Add Lines 4, 5, 6 and Line 7)	_____

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

Please make check payable to: City of Port Hueneme
Mail to: City of Port Hueneme TOT Processing Center
8839 N. Cedar Ave #212 • Fresno, CA 93720
Need assistance? Email us at: PortHueneme@hdlgov.com
Phone: (805) 850-1519

**** Term Exclusion:** For stays of more than thirty (30) continuous days or 30 consecutive days stay. In the absence of a prior written contract, the tax must be collected for the first 30 days.