



THE CITY OF SAN DIEGO

January 2008

Dear Transient Occupancy Tax Facility Owner:

Enclosed is a new TOT information package for your records. The new package includes revised return forms and literature outlining the recently implemented San Diego Tourism Marketing District (TMD) assessment. The following materials are enclosed:

- Application for TOT Registration Certificate
- Transient Occupancy Tax/Tourism Marketing District Returns (blue payment stubs) for monthly reporting of your TOT and TMD
- Letter regarding the establishment of the San Diego Tourism Marketing District
- TOT Municipal Code booklet (remains unchanged)
- Penalty chart

If you have not properly registered for the reporting of your TOT, please complete and send in the Application for TOT Registration Certificate. Upon receipt, we will assign you a TOT Certificate number and send out a Certificate to be displayed at your facility. If you have already been assigned a TOT Certificate number, this application can also be used for any future name, ownership, management, address and/or number of unit changes.

Some points of information to remember:

1. TOT/TMD payments are considered timely when the blue stub and check are received in our office with a U.S. postmark date on or before the last day of the month following the tax/assessment collection period. In the event that payment is late, please add a late penalty fee per the Penalty chart enclosed.
2. TOT is to be computed at 10.5% of your taxable rent. If more than 10.5% of the taxable rent is collected from the transient, it is due and payable to the City Treasurer if not refunded to the transient. The TOT/TMD returns (blue payment stubs) contain a space for you to indicate how much tax was over-collected. Please use this allocated space so we may properly record the payment information. (Please note that the Facility Operator should refund the over-collected tax to the transient whenever possible.)
3. The TMD assessment is to be computed at 2% of your assessable rent (gross room revenue less any exempt revenue). TOT should not be included when calculating the TMD assessment. The TOT/TMD returns (blue payment stubs) have been revised to accommodate the TMD assessment as a convenience to those lodging businesses with seventy (70) or more sleeping rooms. If you have less than seventy (70) sleeping rooms, you will continue to fill in only the information pertaining to the TOT (omitting lines F-H).



Transient Occupancy Tax • Office of the City Treasurer

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4. Please be aware that if your lodging business expands to seventy (70) or more sleeping rooms during the five years from January 1, 2008 through December 31, 2012, then you will be required to remit the TMD assessment.
5. At the bottom of the TOT/TMD return, please indicate the facility name and address you are paying for. If your Accounts Payable office is located at an address different from the facility, you may write that below the facility name.
6. Please note that if a guest has paid for an overnight stay for one month or more, that guest is no longer considered a transient and is therefore entitled to a refund of all TOT/TMD paid.
7. "A month is defined as the period of consecutive days from the first calendar day of occupancy in any month to the same calendar day of the next month following, or the last day of the next month following if no corresponding calendar day exists." A refund should be handled by the Facility Operator. The Facility Operator should deduct the refund amount on line "C" of the next TOT/TMD return (blue payment stub) to be submitted.

If you need further assistance, please visit our website:

<http://www.sandiego.gov/treasurer/tot/index.shtml>

For additional questions, feel free to contact the TOT help desk by telephone at (619) 236-6647.

Sincerely,



Gail R. Granewich
City Treasurer

Enclosure