EAST FORK TOWNSHIP (VALLEY)
DOUGLAS COUNTY
TRANSIENT OCCUPANCY TAX & LICENSE TAX RETURN

Transient Occupancy Tax Account #: _____

Vacation Home Rental Permit # (If applicable): _____

Reporting Period Year: _____

Monthly: ☐   **Quarterly:** ☐   **Period Ending:** _____

(For Quarterly Payments, please refer to County Code 3.12.070)

LODGING PROVIDER NAME:
_____

PHYSICAL ADDRESS OF PROPERTY:
Please provide supporting backup when reporting multiple properties:
Include each address with each amount,

MAILING ADDRESS:
_____
_____
_____

_____
_____

> Due 1st of the month following close of the reporting period. Delinquent if not paid by the last day of the same month.
> A penalty of $10.00 or 10% of gross tax, whichever is greater, will be applied to all delinquent returns.
> Interest in the amount of 1% per month or fraction of a month is charged on all delinquent balances. A return must be filed for each reporting period regardless of tax liability.

OCCUPANCY

A.	Number of room nights occupied this period (See note below)	
B.	Number of room nights available this period. (# of rooms multiplied by # of days in period).	
C.	Occupancy % (Line A divided by Line B)	
D.	Number of room nights complimentaries this period	
E.	Average Daily Rate this period	$

ROOM TAX

1.	Enter gross rental revenue, including over 28-day and complimentary rooms for this period. *Gross rental revenue includes all rental charges & associated fees.*		$
2.	Enter any adjusted revenue from prior month(s). *Attach a detailed explanation.* + or (-)		$
3.	Add lines 1 and 2. **TOTAL REVENUE**		$
4.	Enter refunds included in line 1 for this period.	$ ( )	
5.	Enter complimentaries included in line 1 for this period.	$ ( )	
6.	Enter over 28-day rentals included in line 1 for this period.	$ ( )	
7.	Enter government exempt rentals included in line 1 for this period.	$ ( )	
8.	Enter total of lines 4, 5, 6, and 7. **TOTAL EXEMPTIONS**		$ ( )
9.	Deduct line 8 from line 3. **TAXABLE AMOUNT**		$
10.	**Tax - Enter 13% of line 9 (Line 9 multiplied by .13).** *Occupancy Tax of 10% + License Tax of 3%.* **TOTAL TAX**		$
12.	**Penalty - Enter 10% of line 10** *(Line 10 multiplied by .1, if not remitted by due date, but not less than $10.00).*		$
13.	**Interest - Enter 1% of line 10** *(Line 10 multiplied by .01, multiplied by # of months, or fraction of month delinquent).*		$
14.	**Enter total of lines 10, 11, and 12.** **REMITTANCE AMOUNT**		$

Make your check payable to the **Douglas County** - 8839 N. Cedar Ave. #212 • Fresno, CA 93720
I declare, under penalty of perjury, that the information contained herein is true and correct to the best of my knowledge.
NOTE: Per Nevada Senate Bill 461, a $5 tourism surcharge on the per night charge for the rental of lodgings in the township is effective July 1, 2019.

Authorized Signature	Name	Title
_____	_____	_____

Telephone Number	Email	Date
_____	_____	_____