



# CITY OF EL MONTE

## Transient Occupancy Tax (TOT) Return Form

Every person providing transient lodging for remuneration in the City of El Monte must collect a tax of ten (10%) percent 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 each reporting period. For failure to pay the amount prior to the due date, the lodging provider is subject to paying a penalty and interest on the tax due. The initial penalty is ten percent (10%) of the amount due; further delinquency is subject to an additional penalty of ten percent (10%). The interest rate is one-half of one percent (0.5%) per month or fraction thereof until the date of remittance or payment. *Change of ownership, suspension, or disposal of business must be reported to us immediately.*

FILE ONLINE AT: <https://elmonte.hdlgov.com/Home/index/TOT> 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. \$ \_\_\_\_\_

Allowable Exemptions

2. Government Agencies..... 2. \$ \_\_\_\_\_

3. Net Taxable Rent: (Line 1 minus Line 2)..... 3. \$ \_\_\_\_\_

4. Transient Occupancy Tax (10% or 0.10 x Line 3)..... 4. \$ \_\_\_\_\_

5. Penalty (Line 4 x 10% or 0.10, if 1-30 days past due, 20% for delinquencies greater than days).. 5. \$ \_\_\_\_\_

6. Interest (Line 4 x 0.5% or 0.005, for each month or fraction thereof)..... 6. \$ \_\_\_\_\_

**TOTAL AMOUNT DUE (Add Line 4 through Line 6) TOTAL \$ \_\_\_\_\_**

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 El Monte**  
Mail to: **City of El Monte TOT Processing Center**  
**8839 N Cedar Ave #212 · Fresno, CA 93720**  
Need assistance? Email [ElMonteTOT@hdlgov.com](mailto:ElMonteTOT@hdlgov.com) or call (626) 376-4679.