



CITY OF SOUTH SAN FRANCISCO

CONFERENCE CENTER TAX

MONTHLY TAX RETURN

Hotel: _____

- 1. Reporting Period: Enter the month and year for which this Tax Return is filed.
2. Number of physical rooms available for occupancy.
3. Gross Rent: The total amount received during the reporting period from the occupancy of all rooms.

Conference Center Tax Computation

- 4. Total Room Nights Rented During the Reporting Period:
5. Deduction: Enter the amount from line 5 of the Exemption Summary.
6. Net Taxable Room Nights: Subtract the amount on line 5 from the amount on line 4.
7. Conference Center Tax: Multiply the amount on line 6 by \$2.50.

Summary

- 8. Late Penalty: The Due Date for the remittance of the Total Tax is on or before the last day of the month following the month in which the tax is collected.
9. Interest on Late Payment: If the Total Tax is received after the Due Date, Interest is due at the rate of 1 percent for each month or fraction thereof on the amount of the tax for the period of delinquency.
10. GRAND TOTAL FOR CONFERENCE CENTER TAX: Add the amounts on lines 7, 8, and 9. Enter the result on line 10. Make check payable to the South San Francisco Conference Center for CCT. Mail the check and this return to: Finance Department Attn: TOT/CCT, P.O. Box 711, South San Francisco, CA 94083.

I declare under penalty of perjury that to the best of my knowledge and belief the statements made herein are true and correct.

Name and Title Signature Date

The Monthly Tax Return is due with payment on or before the last day of the month following the end of the reporting period.

Postmarks not accepted.