



**City of Grass Valley  
Report of Transient Occupancy Tax**

Report for the Month of: \_\_\_\_\_

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Operator Name: \_\_\_\_\_ Phone: \_\_\_\_\_

1. Total rent received for all occupancies: \$ \_\_\_\_\_
2. Exemptions:
  - A. For units occupied more than 30 consecutive days: \$ \_\_\_\_\_
  - B. By government certificates: \$ \_\_\_\_\_
3. Taxable Rents (line 1 minus lines 2a, b): \$ \_\_\_\_\_
4. Amount of Tax (10% of line 3): \$ \_\_\_\_\_
5. Penalties (See 1 below): \$ \_\_\_\_\_
6. Interest: (See 2 below): \$ \_\_\_\_\_
7. Total Tax, Penalty and Interest: \$ \_\_\_\_\_

**Report is Delinquent 30 days after the close of the reporting Month:**  
**(Pursuant to Chapter 3.16.080, City of Grass Valley Municipal Code)**

1. Penalty is 10% of the amount of tax if paid within 30 days after the delinquent date, and an additional 15% (total of 25%) if paid thereafter.
2. Interest of 1 ½ % per month or fraction thereof, is payable from the date of delinquency.

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

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Please make check payable to: City of Grass Valley  
Mail to: 125 E. Main St.  
Grass Valley, CA 95945-6505  
Phone: (530) 274-4307  
Email: [jessiciab@cityofgrassvalley.com](mailto:jessiciab@cityofgrassvalley.com)