



City of Arcata 736 F Street Arcata, California 95521
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Transient Occupancy Tax Registration

Name of Establishment: _____

Owner of Property: _____

Owners Address: _____

Property Manager: _____ Phone Number _____

Address of Hotel/Motel/Rental: _____

Mailing Address: _____

Contact Phone Number _____ Website _____

Email Address: _____

Number of Units/Rooms: _____ Business Tax Certificate Number: _____

Operator Signature _____

TITLE VI, CHAPTER 3, SEC. 6404 Registration.

Within thirty (30) days after commencing business, each operator of any hotel renting occupancy to transients shall register said hotel with the Finance Director and obtain from him a "Transient Occupancy Registration Certificate" to be at all times posted in a conspicuous place on the premises. Said certificate shall, among other things, state the following:

- a. The name of the operator;
- b. The address of the hotel;
- c. The date upon which the certificate was issued;
- d. "This Transient Occupancy Registration Certificate signifies that the person named on the face hereof has fulfilled the requirements of the Uniform Transient Occupancy Tax chapter by registering with the Finance Director for the purpose of collecting from transients the Transient Occupancy Tax and remitting said tax to the Finance Director. This certificate does not authorize any person to conduct any unlawful business or to conduct any lawful business in an unlawful manner, nor to operate a hotel without strictly complying with all local applicable laws, including but not limited to those requiring a permit from any board, commission, department or office of this City. This certificate does not constitute a permit."

Sec. 6405 Reporting and remitting.

Each operator shall, on or before the last day of the month following the close of each calendar quarter, or at the close of any shorter reporting period which may be established by the Finance Director, file a tax return to the Finance Director, on forms provided by him, showing the total rents charged and received and the amount of tax collected for transient occupancies. At the time the return is filed, the full amount of the tax collected shall be remitted to the Finance Director. The Finance Director may establish shorter reporting periods for any certificate holder if he deems it necessary in order to insure collection of the tax and he may require further information in the return. Returns and payments are due immediately upon cessation of business for any reason. All taxes collected by operators pursuant to this Chapter shall be held in trust for the account of the City until payment thereof is made to the Finance Director.