



7120 Bodega Ave
Sebastopol, CA 95472
(707)-823-7863

Transient Occupancy Tax Payment Agreement*

Hotel: _____

Hotel Address: _____

Mailing Address: _____

Primary Contact: _____

Phone Number: _____

Email Address: _____

TOT Balance Due (line 9 on Transient Occupancy Tax Form): _____

I, _____, do hereby agree to make payment for the Transient Occupancy balance as noted in the terms set forth in Resolution No 6920-2020.

****NOTE: This payment agreement is for your March and April 2020, Transient Occupancy Tax balance only. Your Business Improvement Area (BIA) tax is due in full by scheduled due date. Future monthly payment schedules have not changed.**

If payment is not made by due date as stated in Resolution No. 6920-2020, add the following interest and penalty to payment amount:

INSTRUCTIONS FOR PENALTIES & INTEREST:

1. Add Penalty of 10% if not paid by due date. An additional 10% if not paid within 30 days after delinquent date.
2. Add interest of ½ of 1% per month or fraction thereof on the tax (exclusive of penalties) if payment is not made by due date.

Customer Signature

Date

****This agreement must be received by no later than 04/28/2020.***

Questions? Please email the Administrative Services Director: akwong@cityofsebastopol.org