



# City of Coachella

## SHORT-TERM RENTAL REPORTING

### TRANSIENT OCCUPANCY TAX FORM (Return Must Be Filed Even If No Tax Is Due)

Permit No: \_\_\_\_\_  
Property Owner: \_\_\_\_\_  
Business Operator: \_\_\_\_\_  
Representative: \_\_\_\_\_

For Calendar Quarter 4 (October– December)  
Year \_\_\_\_\_

1. Gross rent subject to transient occupancy tax
 

October	\$ _____	
November	\$ _____	
December	\$ _____	
Less: Airbnb rents:	\$ _____	***
  
2. Tax 9 % \$ \_\_\_\_\_
3. Penalty (10% of line 2) 30 days or less delinquent \$ \_\_\_\_\_
4. Penalty (10% of line 2) over 30 days delinquent \$ \_\_\_\_\_
5. Interest (Calculated 1 % of line 2) \$ \_\_\_\_\_
  
6. Amount due (Add lines 2 through 5)[101-11-110-10-322-000] \$ \_\_\_\_\_

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

Signature\*\* \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_ Title \_\_\_\_\_

Tax is due IMMEDIATELY following the close of the reporting period shown above. Failure to remit payment within 30 days will result in the assessment of penalties (see Instructions).

**FOR CITY USE ONLY**

Amount Paid	\$ _____	Received by:	_____
Date Paid	_____	Reviewed by:	_____
Check #	_____	Approved by:	_____

Please complete this form and return with remittance to: City Of Coachella, Finance Department, 53990 Enterprise Way, Coachella California 92236, or if no remittance is required email to [taxadmin@coachella.org](mailto:taxadmin@coachella.org).

\*Must be listed on business license.

\*\* This return must be signed by the business operator. Signatures by representatives are allowed where permitted by law (real estate broker, Certified Public Accountant, Licensed Attorney or Court Order). Proof of representation must be separately presented.

\*\*\* City and Airbnb has entered into an Agreement in to facilitate the reporting, collection and remittance of applicable occupancy taxes from Hosts and Guests, as a result Airbnb rents should be subtracted from gross rents.

**SHORT- TERM RENTALS REPORTING INSTRUCTIONS  
TRANSIENT OCCUPANCY TAX FORM**

1. **EVEN IF NO TAX IS DUE**, a quarterly tax return must be filed with the Finance Department.
2. **DELINQUENT DATE**: The last day of the month following the close of the reporting period.
3. **PENALTY**: There is an initial penalty if the late taxes are paid within 30 days of the delinquent date. A second penalty of 10% of the amount of the tax (Line 2) will be assessed if taxes are more than 30 days delinquent.
4. **INTEREST**: Interest is assessed at 1% per month or fraction thereof, on the amount of the tax (Line 2) from the delinquent date to date of payment.
5. **REMITTANCE**: Checks should be payable to "City of Coachella." Checks, drafts, postal notes and money orders are accepted subject to collection and do not constitute payment until cleared. The City accepts ACH payments. For information on making ACH payments, please contact the Finance Department. The City assumes no responsibility for loss in transit or delay in deposit.
6. **RECEIPT**: The canceled check becomes the receipt. No receipt will be mailed by the Finance Department unless demand for same is made at the time of payment.
7. **ALL RECORDS SUBSTANTIATING THIS RETURN** must be retained by the operator for a period of not less than three (3) years from the date of payment. Records are subject to examination by the tax administrator upon request.
8. **CHANGE OF OWNERSHIP OR ADDRESS** must be reported immediately to the Finance Department.

**UPON CESSATION OF BUSINESS FOR ANY REASON**, returns and payments are due immediately to the Finance Department.