



City of Palm Springs

Department of Finance and Treasury, Room Tax Division

3200 E. Tahquitz Canyon Way • Palm Springs, California 92262

Tel: (760) 323-8226 • Fax: (760) 322-8344 • Web: www.palmspringsca.gov

TRANSIENT OCCUPANCY TAX RETURN DUE DATES & DELINQUENT BY DATES SCHEDULE CALENDAR YEAR 2016

| <u>TOT Calendar Month</u> | | <u>Due Date</u> | <u>Delinquent By 6 P.M. *</u> |
|---------------------------|------|-----------------|-------------------------------|
| JANUARY | 2016 | 2/1/2016 | 2/29/2016 |
| FEBRUARY | 2016 | 3/1/2016 | 3/31/2016 |
| MARCH | 2016 | 4/4/2016 | 4/28/2016 |
| APRIL | 2016 | 5/2/2016 | 5/31/2016 |
| MAY | 2016 | 6/1/2016 | 6/30/2016 |
| JUNE | 2016 | 7/5/2016 | 7/28/2016 |
| JULY | 2016 | 8/1/2016 | 8/31/2016 |
| AUGUST | 2016 | 9/1/2016 | 9/29/2016 |
| SEPTEMBER | 2016 | 10/3/2016 | 10/31/2016 |
| OCTOBER | 2016 | 11/1/2016 | 11/30/2016 |
| NOVEMBER | 2016 | 12/1/2016 | 12/29/2016 |
| DECEMBER | 2016 | 1/3/2017 | 1/31/2017 |

***Notes:**

A tax return must be filed monthly, **even if no tax is due.**

Delinquency is determined **by the date received, not the postmark.** The return is late if not physically received at the TOT desk by 6:00 P.M. on the last City Hall working day of the month following the close of each calendar month. Note, the "**last City Hall working day**" of each month changes from month to month due to holidays, Friday closures, and month-ends falling on a weekend. The "Delinquent By" dates for Calendar Year 2016 are noted above.

A penalty of \$50.00 or 10% of the tax due, **whichever is greater**, plus interest of 1% per month must be added to delinquent returns. **This also applies to delinquent returns with no tax due.**

If mailing your returns, be sure to allow a sufficient amount of days for the postal service to process and deliver your return. We recommend that you allow a minimum of 5 working days. Further note, local Palm Springs mail is routed through San Bernardino, CA.

This is a courtesy schedule. As always, the due date and delinquent date continue to be noted on the Transient Occupancy Tax Returns, which are mailed monthly.

Be sure to contact the Room Tax Division with any mail address changes. Failure to receive a return does not alleviate you from your responsibility to file in a timely manner. Extra TOT returns may be obtained by calling the Room Tax Division or via our website at

www.palmspringsca.gov --- Government/Departments/Finance & Treasury/TOT.

City of Palm Springs office hours are **Monday through Thursday, 8 A.M. to 6 P.M.** We are **closed Fridays.**