



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

Palm Springs Small Hotel Tourism Business Improvement District (TBID) Condensed Guidelines

- o The levy of the **1% assessment rate** is effective January 1, 2017.
- o TBID returns and payments are due on a monthly basis.
- o The monthly **TBID return** is available on the City's website at www.palmspringsca.gov under the thread of "Department/Finance & Treasury/Tourism BID"
- o The **first TBID return & payment** for January 2017 activity must be physically received by the City of Palm Springs **prior to 6 P.M. on February 28, 2017**. The City does not go by postmark date.
- o Penalty and interest will be assessed on delinquent returns.
(Penalty of \$50 or 10% of assessment due -- whichever is greater plus 1% interest per month.)
- o A TBID return must be filed, even if no assessment is due.
- o The Palm Springs Small Hotel Tourism Business Improvement District (TBID) was adopted via PS Ordinance 1903 on November 16, 2016
- o Taxable room revenue information for completing the monthly TBID return may be obtained directly from the small hoteliers monthly Transient Occupancy Tax return.
- o The policies for taxable room revenue for the TBID program will follow the same guidelines of the Transient Occupancy Tax return.
- o The monthly TBID payment **must be paid with its own check**. It cannot be combined with the monthly TOT payment.
- o Submit your TBID form and payment (payable to City of Palm Springs) to:
City of Palm Springs
Department of Finance and Treasury
Small Hotel TBID
P.O. Box 2743
Palm Springs, CA 92263-2743

If you prefer, you may mail your TBID payment in the same envelope as your TOT return as long as you have prepared separate TBID & TOT returns and separate TBID & TOT payments.
- o This assessment is levied upon each hotel/motel business subject to the assessment and each shall be responsible for paying all assessments when due.
The hotel may elect to recover some or all of the assessment from transients owing rent to the hotel/motel business. Note whether or not the assessment is passed onto the transient guest, the 1% assessment is still due to the City by the hotel.
- o Any amount recovered from the transient shall be identified or itemized on a document provided to the transient (i.e. noted on the folio).
- o For further questions please call: Roxane O'Neill at (760) 322-8326
or Shantel Sterling at (760) 323-8226