



City of Palm Springs

Department of Finance and Treasury, Room Tax Division

P.O. Box 2743 • Palm Springs, California 92263-2743

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

Transient Occupancy Tax & Tourism Business Improvement District Tax DUE DATES & DELINQUENT BY DATES SCHEDULE CALENDAR YEAR 2023

<u>TOT Calendar Month</u>		<u>Due Date</u>	<u>Delinquent By 6 P.M. *</u>
JANUARY	2023	2/1/2023	2/28/2023
FEBRUARY	2023	3/1/2023	3/31/2023
MARCH	2023	4/1/2023	4/28/2023
APRIL	2023	5/2/2023	5/31/2023
MAY	2023	6/1/2023	6/30/2023
JUNE	2023	7/1/2023	7/31/2023
JULY	2023	8/1/2023	8/31/2023
AUGUST	2023	9/1/2023	9/29/2023
SEPTEMBER	2023	10/1/2023	10/31/2023
OCTOBER	2023	11/1/2023	11/30/2023
NOVEMBER	2023	12/1/2023	12/29/2023
DECEMBER	2023	1/1/2024	1/31/2024

*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 Business Day of the month following the close of each calendar month. Note, the "**last Business Day**" of each month changes from month to month due to holidays and month-ends falling on a weekend. The "Delinquent By" dates for **Calendar Year 2023** 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.
- If mailing your returns, be sure to allow a sufficient number 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.
- Be sure to contact the Room Tax Division with any mail address changes.
- Extra TOT returns may be obtained by visiting 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 and Holidays**.