



# CITY OF ONTARIO

## Transient Occupancy Tax (TOT) Return Form

Every person providing transient lodging for remuneration in the City of Ontario must collect a tax of eleven and three-fourths percent (11.75%) on the rent paid unless that rent qualifies for exclusion or exemption. All allowable exclusions and exemptions must accompany this return form. **This tax is due and payable to the City, on or before the last day of the month following the close of the reporting period.** For failure to pay the amount prior to the due date, the lodging provider is subject to paying a penalty and interest on the tax due. The penalty is one-half of one percent (0.5%) per day of the amount due. Failure to remit any delinquent remittance on or before a period of thirty (30) days following the date on which the remittance first became delinquent shall pay a second penalty of ten percent (10%) of the tax due and the first penalty. The interest rate is one-half of one percent (0.5%) per month or fraction thereof until the date of remittance or payment. *Change of ownership, suspension, or disposal of business must be reported to us immediately.*

FILE ONLINE AT: <https://ontario.hdlgov.com/home/index/TOT> ACCOUNT NO: PIN:

Lodging Establishment Name and Address \_\_\_\_\_  
Reporting Period (MM/DD/YYYY) \_\_\_\_\_ - \_\_\_\_\_  
Number of Rooms Rented During the Period  
(Multiply the # of rooms rented each day by the # of days in the month) \_\_\_\_\_  
Number of Rooms Available During the Period  
(Multiply the # of rooms available each day by the # of days in the month) \_\_\_\_\_

Hotel Contact \_\_\_\_\_

**This return is subject to audit:**

1. Gross Rent Paid for Lodging..... \_\_\_\_\_

Allowable Exemptions

2. Federal Government Employees (Exemption form(s) must be attached)..... \_\_\_\_\_

3. Foreign Nationals (Exemption form(s) must be attached)..... ZZ \_\_\_\_\_

4. Total Exemptions (Add Lines 2 thru 3)..... \_\_\_\_\_

5. Net Taxable Rent: (Line 1 minus Line 4) ..... \_\_\_\_\_

6. Transient Occupancy Tax (Line 5 x 11.75% or 0.1175)..... \_\_\_\_\_

7. Penalty (If payment is delinquent from 1 to 30 days, enter 0.5% of Line 6. If more than 30 days, enter 10.5% of Line 6)..... \_\_\_\_\_

8. Interest (Line 6 x 0.5% or 0.005, for each month or fraction thereof until paid)..... \_\_\_\_\_

9. TOTAL AMOUNT DUE (Add Line 6 through Line 8)..... \_\_\_\_\_

I declare under penalties prescribed that the information provided in this return is true and correct to the best of my knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Please make check payable to: **City of Ontario**  
Mail to: **City of Ontario**  
**TOT Processing Center**  
**8839 N. Cedar Ave #212**  
**Fresno, CA 93720**  
Need assistance? Email [OntarioTOT@hdlgov.com](mailto:OntarioTOT@hdlgov.com) or call (909) 781-6206