

Return Slip  
Mail to:

Kern County Treasurer-Tax Collector  
Transient Occupancy Tax Unit  
1115 Truxtun Avenue 2nd Floor  
Bakersfield, CA 93301



**DUE DATES:**

QUARTER 1 - April 1st

QUARTER 2 - July 1st

QUARTER 3 - October 1st

QUARTER 4 - January 2nd

**Please include the following:**

- ☐ Payment
- ☐ Supporting documentation
- ☐ Return (TOT\_070 or TOT\_120)
- ☐ Affidavit(s), if applicable
- ☐ Exemption Certificate(s), if applicable

**Common errors that delay return processing:**

- Certificate number not included
- Mailing return to incorrect address
- Unsigned or missing forms/supporting documentation

***Utilize our online services...***

Need to report a change?

Email: [kerntot@kerncounty.com](mailto:kerntot@kerncounty.com)

Need a form?

Visit: [www.kcttc.co.kern.ca.us/TOT](http://www.kcttc.co.kern.ca.us/TOT)

Additional Questions?

Visit: [www.kcttc.co.kern.ca.us/TOT\\_FAQ](http://www.kcttc.co.kern.ca.us/TOT_FAQ)

## TRANSIENT OCCUPANCY TAX CERTIFICATE

**KERN COUNTY TREASURER-TAX COLLECTOR  
TRANSIENT OCCUPANCY TAX UNIT**

1115 TRUXTUN AVENUE 2nd FLOOR BAKERSFIELD, CA 93301  
[www.kcttc.co.kern.ca.us](http://www.kcttc.co.kern.ca.us) | (661) 868-3490 | [kerntot@kerncounty.com](mailto:kerntot@kerncounty.com)

**ESTABLISHMENT NAME:**

**CERTIFICATE NUMBER:**

**OPERATOR:**

**DATE OF ISSUANCE:**

This Transient Occupancy Registration Certificate signifies that the person named has fulfilled the requirements of the Transient Occupancy Tax Ordinance of the County of Kern by registering with the Tax Collector for the purpose of collecting from transients the Transient Occupancy Tax and remitting said tax to the Tax Collector. This certificate does not constitute a hotel business permit, a land use permit, or a license to operate a hotel business without full compliance with all other statutes, ordinances, and zoning regulations.

**Jordan Kaufman  
Treasurer & Tax Collector**

By: **SAMPLE**

Deputy

THIS CERTIFICATE IS NOT-ASSIGNABLE AND NON-TRANSFERABLE AND SHALL BE PROMINENTLY DISPLAYED IN THE ESTABLISHMENT AS TO BE SEEN BY ALL OCCUPANTS AND PERSONS SEEKING OCCUPANCY. FAILURE TO POST THE CERTIFICATE IN A PROMINENT PLACE IS A VIOLATION OF SECTION 4.16.200 OF THE KERN COUNTY TRANSIENT OCCUPANCY TAX ORDINANCE.

# Kern County Treasurer-Tax Collector

Jordan Kaufman, Treasurer and Tax Collector

Chase Nunneley, Assistant Treasurer and Tax Collector



## Quarterly Transient Occupancy Tax Return

Owner/Operator Name:					
Address					
City		State		Zip Code	

Name of Business:				
Address				
City/Area				

### 4.16.070 Reporting and Remitting.

Each operator shall on or before the last day of the calendar month following the close of each calendar quarter, ..., make a return to the tax collector, on forms provided by him, of the total rents charged and received and the amount of tax collected from transient occupancies. At the time the return is filed, the full amount of the tax collected shall be remitted to the tax collector.

### 4.16.090 Penalty—Original delinquency.

Any operator who fails to remit any tax imposed by this chapter within the time required by Section 4.16.070 of this chapter shall pay a penalty of **ten percent (10%) of the total amount of the tax** in addition to the amount of the tax.

### 4.16.120 Penalty—Interest.

In addition to the penalties imposed, any operator who fails to remit any tax imposed... shall pay interest at the rate of one and one-half percent (1.5%) per month... from the date on which the remittance first became delinquent until paid.

Certificate Number		Quarter		Delinquent Date:	
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1. Total Rental income Received from all units (supporting documents must be attached)

### Allowable Exceptions

2. Permanent Residents and/or Extended Occupants over 30 days.  
(Affidavit(s)/Contract(s) must be attached)

3. Exempt Transients pursuant to **4.16.040**.  
(Copy of Claim of Exemption(s) must be attached)

4. Total Exemptions.

### Taxable Rental Income Calculation

5. Taxable Rental Income (Line 1 minus Line 4).

### 6. Taxes due (6% of line 5).

### Penalties and Interest if paid after:

7. Original Delinquency pursuant to **4.16.090**.  
(10% of Line 6)

8. Penalty Interest pursuant to **4.16.120**.  
(1.5% for each month delinquent)

Total Penalty

9. Total Owed including Penalties

**I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

Name:

Date