



# CITY OF CHINO HILLS

## Transient Occupancy Tax (TOT) Return

Every person providing transient lodging for remuneration in the Incorporated City of Chino Hills must collect a tax of twelve (12%) 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 15th day of the month following the close of period. For failure to pay by the amount prior to the due date, the lodging provider is subject to paying a penalty on the tax due. The initial penalty is ten percent (10%) of the amount due; further delinquency is subject to an additional monthly penalty of ten percent (10% per month up to a maximum of 100% of the fee due). *Change of ownership, suspension, or disposal of business must be reported to us immediately.*

FILE ONLINE AT: <https://chinohills.hdlgov.com>

ACCOUNT NO: \_\_\_\_\_

PIN: \_\_\_\_\_

Lodging Establishment Name and Address \_\_\_\_\_

Reporting Period (MM / YYYY) \_\_\_\_\_

Number of Rooms Rented During the Period \_\_\_\_\_

Average Daily Rate \$ \_\_\_\_\_

This return is subject to audit:

|  |                 |
|--|-----------------|
| 1. Gross Rent Paid for Lodging                               | 1. \$ _____     |
| <u>Allowable Exemptions for:</u>                             |                 |
| 2. Excluded Rent - Term (>30 days)**                         | 2. \$ _____     |
| 3. Exemptions for Federal/State Govt. Occupancies            | 3. \$ _____     |
| 4. Total Exemptions (Documentation must be attached)         | 4. \$ _____     |
| 5. Net Taxable Rent: Line 1 minus Line 4                     | 5. \$ _____     |
| 6. Tax (12% or 0.12 x Line 5)                                | 6. \$ _____     |
| 7. Penalty (Line 6 x 10% or 0.10, for each month past due.)  | 7. \$ _____     |
| 8. Special tax credits (Attach copies of credit letters)     | 8. \$ _____     |
| <b>TOTAL AMOUNT DUE (Add Lines 6, 7 and subtract Line 8)</b> | <b>\$ _____</b> |

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 Chino Hills*

**Mail to: City of Chino Hills TOT Processing Center  
8839 N. Cedar Ave #212 • Fresno, CA 93720**

*Need assistance? Email us at: [Support@HdLgov.com](mailto:Support@HdLgov.com)  
Phone: (909) 740-3187*

\*\* Term Exclusion: For stays of more than thirty (30) continuous days, or 30 consecutive days stay. In the absence of a prior written contract, the tax must be collected for the first 30 days.