



**Administrative Services Department**  
760 Mattie Road  
Pismo Beach CA 93449  
Ph: 805-773-4655 Fax: 805-773-7065

December 14, 2016

Operators of Hotels and other Transient Lodging Providers

Subject: **TOT, LBID, and TMD Compliance and Deadlines**

Dear Transient Lodging Providers:

We hope that you had a great summer and that you continue to see good results through the Winter! Thank you for doing business in Pismo Beach. As you know, our lodging industry is a crucial part of our economy and we are grateful for what you do to welcome and care for our visitors. I would like to take this opportunity to politely remind you of the importance of submitting your TOT, LBID, and TMD forms and payments to the City on time. Title 3 of the City's Municipal Code allows the City to collect TOT, LBID, and TMD forms and payments in a timely manner to support the ongoing costs related to keeping our beaches, sidewalks, and community clean and for police protection and fire prevention to keep our visitors safe. The Municipal Code also allows for the fair and equal treatment of all transient lodging providers so that one transient lodging provider does not receive special treatment over another. This cooperative relationship benefits both parties, your business and the community. Here are some key components related to the deadline and penalties of the Municipal Code.

**Deadline for submitting TOT/LBID/TMD Forms and Taxes**

- A completed TOT/LBID/TMD Return form is due each month you are doing business, whether or not any tax payment is due.
- Each form and payment is due in our office on or before the last day of the month following the report period (i.e. reporting month October is due no later than November 30th).
- If the last day of the month ends on a weekend or holiday, please ensure that the TOT/LBID/TMD Return form and payment is received in our office before the weekend or holiday.
- The TOT/LBID/TMD forms are required to be submitted to the City of Pismo Beach on a monthly basis unless we are notified in writing that you are no longer doing business, have sold your business, or are no longer operating as a hotel or vacation rental.

*(City of Pismo Beach Municipal Code Section 3.20.070)*

### **10% Penalty for tax delinquency and interest**

- Any operator of transient lodging providers who does not meet this deadline as described above will be charged a **penalty of 10% of the amount of the tax in addition to the amount of the tax.**
- In addition, the City will charge a 0.5% interest per month.
- If the City does not receive the form and tax payment on or before 30 days following the date on which the form and tax payment first became delinquent, the operator shall pay a second delinquency penalty of 10% of the amount of the tax in addition to the tax and 10% penalty first imposed.
- In addition to the above penalties and interest, any operator who does not submit the TOT/LBID/TMD forms by the due date shall pay a penalty of \$200 for each occurrence. (City of Pismo Beach Municipal Code Section 3.20.080, 3.20.090, 3.20.110, 3.20.120)

For more information, please refer to the City's website for the [Municipal Code Chapter 3.20 Transient Occupancy Tax](#) and [Chapter 3.26 for the Lodging Business Improvement District.](#)

Again, we appreciate your business and encourage you to remain timely with your payments. It is not our intent to need to impose penalties on any operator, however we need to maintain fairness and make sure all payments are coming in on time. Please do not hesitate to call me, Nadia Feeser, if you have any questions regarding this letter. It is a pleasure doing business with you and we hope to continue this symbiotic relationship. Thank you!

Sincerely,



Nadia Feeser  
Administrative Services Director