



Hotel Transient Occupancy Tax Online Reporting and Payment Guide

What You Need Before You Start	2
Reporting Periods, Penalties, and Interest	2
How to Report and Pay Transient Occupancy Tax Online.....	3

Hotel Operators are responsible for collecting 10% Transient Occupancy Tax (TOT) from their customers and remitting TOT monthly to the City of Encinitas. For your convenience, TOT reporting and payment are now available **online** at the [City of Encinitas Customer Self Service Portal](https://portal.encinitasca.gov/CustomerSelfService#/home) (portal.encinitasca.gov/CustomerSelfService#/home).

This is a step-by-step guide on how to complete your TOT reporting and payments online.

What You Need Before You Start

1) Gather the following data before you start:

- Gross rents collected for reporting period, including the value of complimentary rooms.
- Allowable exemptions for government employees on official business and/or for long term occupancy (i.e., any stay more than 30 days).
 - If you claim exemptions, you are required to complete and submit the [Hotel Transient Occupancy Tax – Exemption Claim Form](#) to cityhallcashier@encinitasca.gov. This form is available to download on the City of Encinitas Finance Department website.
- No need to calculate penalties and interest amount. These late fees will automatically add to the TOT amount if reports and payments are made after the due dates.

2) Register for a [Customer Self Service Account](#) at portal.encinitasca.gov/CustomerSelfService#/home. Registration applications take approximately 1 business day to process.

- To register for an account, you must be listed on the business as a contact person. For questions related to business registration, permits, and contact list, please email Permits@encinitasca.gov or call (760) 633-2708.
- For questions related to TOT reporting and payment, please email CityHallCashier@encinitasca.gov or call (760) 633-2640.

Reporting Periods, Penalties, and Interest

Hotel TOT reporting and payment is required every month. Reporting and payment must be received by the last day of the subsequent month to avoid penalties and interest. Payment received after the due date will automatically include penalties and interest.

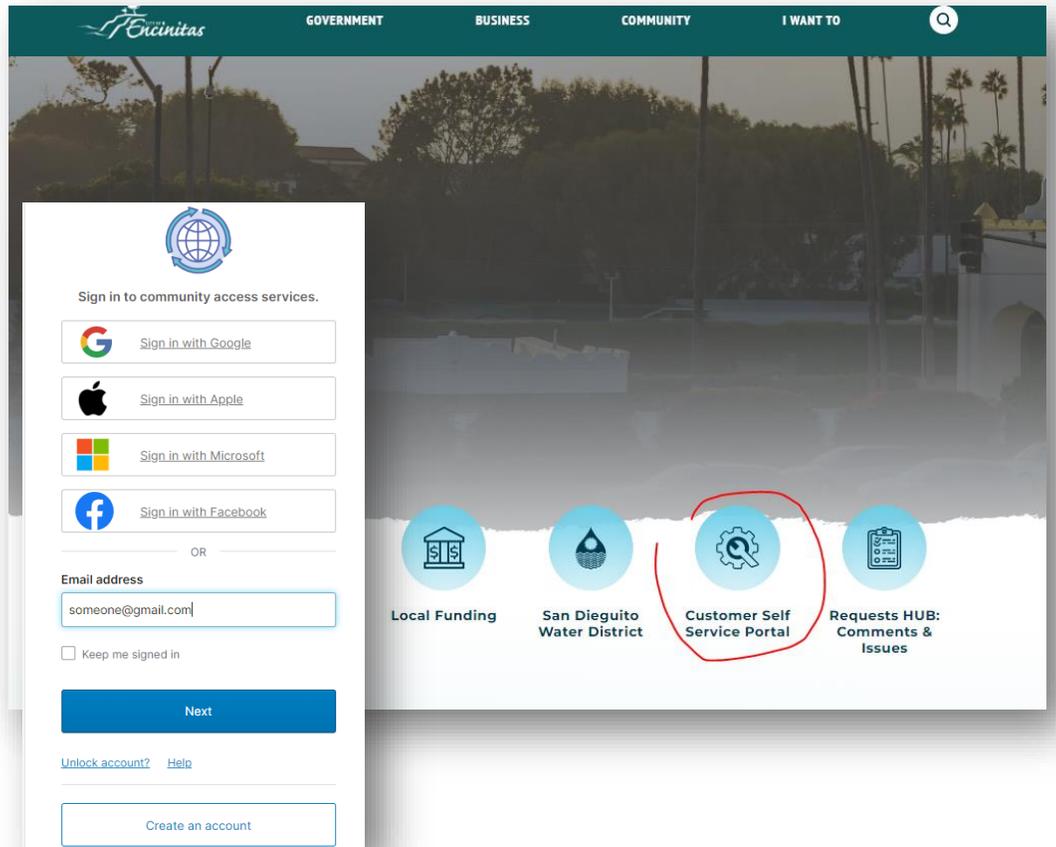
PENALTY 1: 10% of TOT Amount
PENALTY 2: 10% of TOT and Penalty 1
INTEREST: 0.5% of TOT accrued monthly for every month late

For example, the January reporting period (1/1 to 1/31) is due on February 28. If payment is made in March, Penalty 1 will automatically add to the TOT amount. If payment is made in April or later, then Penalty 1, Penalty 2, and accrued Interest will automatically add to the TOT amount.

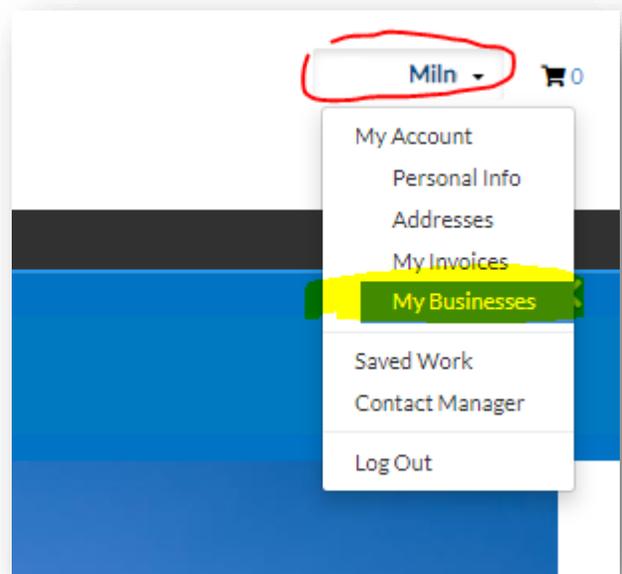
Nonpayment due to fraud is charged as an additional 25% penalty of tax due (at the discretion of the Director of Finance).

How to Report and Pay Transient Occupancy Tax Online

LOG IN to CSS via the **City of Encinitas Website**: [City of Encinitas | Home \(encinitasca.gov\)](#)



CLICK on **Your Name** (top right) and Select **My Businesses**



A list of your Businesses will appear. CLICK on the **File Now** button on the right-hand side.

The screenshot shows the Encinitas Customer Self Service interface. At the top, there is a navigation bar with links: Home, Dashboard, Report Issue, Apply, My Work, Today's Inspections, Map, Pay Invoices, Reports, Search, and Calendar. Below this is the 'My Account' section with tabs for PERSONAL INFO, ADDRESSES, MY INVOICES, and MY BUSINESSES. The 'MY BUSINESSES' tab is active. Underneath, there is a search bar and a 'Sort' dropdown menu set to 'Business Number'. A table lists business information with columns: Business Number, Company Name, DBA, Status, Company Type, Open Date, and Action. One business is listed with Business Number '01040 -2022', Status 'Active', and Company Type 'Corporation'. The 'Action' column for this entry contains a blue 'File Now' button, which is circled in red. At the bottom of the table area, there is a pagination control showing 'Results per page 10', '1 - 1 of 1', and navigation arrows.

Business Number	Company Name	DBA	Status	Company Type	Open Date	Action
01040 -2022			Active	Corporation	03/17/2021	File Now

You are now on the TOT Reporting and Payment screen. The Reporting Period / Bill Period and the Due Date are shown. Read through the TOT reporting and payment information, input the **Occupancy** information, **Certify**, and add the **Self-Reporting** amounts, **CLICK Next** and proceed to **Payment**.

Remittance Number	Account Type	Bill Period	Due Date
TOT000013	Transient Occupancy Tax	M07 July	08/31/2024

WELCOME TO ONLINE TOT REPORTING AND PAYMENT

Transient Occupancy Tax (TOT) is set at 10% of the total reported amount. Read the information below, fill in the occupancy, certification and reporting fields and pay the required amount. Send additional supporting documentation to cityhallcashier@encinitasca.gov or call Cashiering at: 760.633.2640.

[Link to Exemption Form and Additional Information](#)

Late Fees, Penalties & Interest

PENALTY 1: 1st month 10% of Amount Due; PENALTY 2: 2nd Month 10% of Amount Due; INTEREST: 0.5% for each month from Due Date.

Nonpayment due to fraud is charged as an additional 25% penalty of tax due (at the discretion of the Director of Finance).

Occupancy

*1. Total Rooms Available
1. Total Rooms Available is required.

*2. Number of Days in the Month
2. Number of Days in the Month is required.

*3. Total Room Days Available (1 x 2)
3. Total Room Days Available (1 x 2) is required.

*4. Number of Room Days rented (see line 3)
4. Number of Room Days rented (see line 3) is required.

*5. Occupancy Rate (%) (line 4 divided by line 3)
5. Occupancy Rate (%) (line 4 divided by line 3) is required.

Certification

I am the authorized representative of the business, and I declare that the information I provide is true and correct to the best of my knowledge.

is required.

Payment & Reporting

Enter reporting information, click NEXT and carry on to payment:

Gross Amount	Exempt Amount	Amount Reported	Report Zero
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="checkbox"/>

[Next](#)

A summary of the amount due is provided, including any late payment fees and interest. CLICK **Submit**.

Fee Name	Bill Period	Amount
TOT Hotel	M07 July	\$5,000.00
TOT Hotel	M06 June	\$300.00
TOT 1st Penalty (Auto Late Fee)	M06 June	\$30.00
TOT Interest at 0.5% monthly (Auto Late Fee)	M06 June	\$1.65
Total Amount:		\$5,331.65

The Invoice is created. CLICK **Add to Cart**.

Invoice Number: 00080126

Invoice Total: \$5,331.65

Status: Due Invoice Date: 08/20/2024 Due Date: 09/19/2024

Description: NONE

Primary Fees

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
TOT 1st Penalty (Auto Late Fee)	\$30.00	\$30.00			Hotel Transient Occupancy Tax 1st Month Penalty per Municipal Code 3.12.070 (10%)
TOT Hotel	\$300.00	\$300.00			TOT Transient Occupancy Tax per Municipal Code 3.12.010 (8% of rent 2% sand replenishment) Hotel
TOT Hotel	\$5,000.00	\$5,000.00			TOT Transient Occupancy Tax per Municipal Code 3.12.010 (8% of rent 2% sand replenishment) Hotel
TOT Interest at 0.5% monthly (Auto Late Fee)	\$1.65	\$1.65			Hotel Transient Occupancy Tax Delinquency Payment per Municipal Code 3.12.070 (0.5% monthly interest)

Results per page 10 1 - 4 of 4

Go To Cart.

Add cart result

1 item(s) added to cart

Continue Go To Cart

And **Check Out.**

Review your cart items		Cart summary	
	Tax Remittance: TOT000001 Invoice: 00080126	\$5,331.65	Subtotal \$5,331.65
		View details	Remove
		<p>Additional fees may be applied at checkout</p> <p>Check out</p>	

Once payments are remitted, you will receive an email with a **receipt** for your records.

This concludes the Hotel Transient Occupancy Tax Online Reporting and Payment Guide.