

MONTHLY RETURN FOR TBID RETAIL

FOR OFFICE USE ONLY – DATE STAMP HERE	
Postmark Date _____ Check No. _____ Amount _____ Receipt _____ Entry _____	



Return Month: _____
 Year: _____

Town of Mammoth Lakes
 P.O. BOX 1609, MAMMOTH LAKES, CA 93546
 760-965-3660

Business Tax Certificate Number: _____

Business Name _____

Mailing Street _____

City, State, Zip Code _____

Returns and payments must be postmarked on or before the twentieth day after the close of each month. If the due date of the 20th falls on Saturday, Sunday, or a holiday, the next business day becomes the due date. You are still required to file a Monthly Return on months with zero gross revenues.

**TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID)
 RETURN FORM FOR RETAIL TYPE 1**

1. Total Gross Revenues Charged <i>Gross Revenue shall not include Federal, State or Local Taxes collected.</i>	\$
2. Total Exempt Gross Revenues <i>Gas, propane, fishing licenses, service charges, non-taxable food items (Must provide documentation, such as a sales summary. You may attach the documentation to this Return or you may email the documentation to documents@townofmammothlakes.ca.gov. If emailed, you must include your Business Tax Certificate number and the Return period (mm/yy).</i>	\$
3. Total Gross Revenues <i>Subtract Line 2 from Line 1</i>	\$
4. Calculate 1.5% TBID <i>1.5% of Line 3</i>	\$
5. Penalty 1-30 Days Late <i>15% of Line 4 or \$10.00, whichever is greater</i>	\$
6. Penalty 31+ Days Late <i>Additional 15% of Line 4 or \$10.00, whichever is greater</i>	\$
7. Interest (only applicable to delinquent payments) <i>1.5% of Line 4 times the number of months and partial months delinquent</i>	\$
8. Total Amount of TBID, Penalties, and Interest Due <i>Add Lines 4 through 7</i>	\$

Check this box if you have emailed the documentation

**Please make check payable to the Town of Mammoth Lakes and return with this form to
 P.O. Box 1609, Mammoth Lakes, CA 93546**

I declare under penalty of perjury that the information in this return has been examined by me for accuracy and to the best of my knowledge and belief is a true, correct, and complete statement of the revenues charged. (Certification pursuant to Section 2015.5 of the Civil Code of Procedures.)

Signature _____ Title _____
 Date _____ Phone _____

Tourism Business Improvement District (TBID) Retail Type 1 Return Instructions

For assistance with setting up an account on the Xpressbillpay.com website you can call 800 766 2350. For questions or assistance, please contact Ben Manning at 760 965 3665, bmanning@townofmammothlakes.ca.gov or Crystal Demetrius at 760 965 3667, cdemetrius@townofmammothlakes.ca.gov.

Regulations governing TBID assessments can be found on the Visit Mammoth website, visitmammoth.com:

Returns and payments must be postmarked on or before the twentieth day after the close of each month.

If the due date of the 20th falls on Saturday, Sunday, or a holiday, the next business day becomes the due date. USPS postmarks will be accepted but self-metered postmarks will not be accepted. Alternatively, you may bring your Return to the TOML office during regular working hours. The Town's office hours are currently 8 am – 12 pm and 1 pm – 5 pm, Monday through Friday.

Please make your check or money order payable to Town of Mammoth Lakes. Payment and returns can be mailed to:

Town of Mammoth Lakes
Finance Department
P.O. Box 1609
Mammoth Lakes, CA 93546

To register to file and remit TBID online, please visit www.townofmammothlakes.ca.gov and go to the 'Pay Taxes & TBID' link on the homepage. **Please be aware, for security purposes, online remittals are not permitted from computers outside of the United States.**

Instructions for filling out the form are below:

1. Total Gross Revenues Charged: Gross revenue shall not include Federal, State, or Local Taxes Collected.
2. Total Exempt Gross Revenue: Gas, propane, fishing licenses, service charges, and non-taxable food items for human consumption are not subject to TBID. To claim an exemption, you must submit documentation such as a sales summary. You may attach the documentation to this form or you may email the documentation to documents@townofmammothlakes.ca.gov. If emailing the documentation, please include your Business Tax Certificate number and the Return period (mm/yy) in the subject line of the email.
3. Total Gross Revenues: Subtract Line 2 from Line 1
4. Calculate 1.5% TBID: One and a half percent (1.5%) of Line 3 ($0.015 \times \text{Line 3}$)
5. Penalty 1-30 days Late: A penalty of 15% or \$10.00, whichever is greater, will be added starting the first business day after the due date.
6. Penalty 31+ Days Late: If delinquent more than thirty (30) days, an additional 15% penalty or \$10.00, whichever is greater, will be added.
7. Interest: Interest will also accrue at a rate of 1.5% for every month and partial month delinquent.
8. Total Amount of TBID, Penalties, and Interest Due: Add Lines 4 through 7.