



**COUNTY OF LOS ANGELES
TREASURER AND TAX COLLECTOR
TRANSIENT OCCUPANCY TAX
REFUND CLAIM FORM**

JOSEPH KELLY
TREASURER AND TAX COLLECTOR

Board of Supervisors
HILDA L. SOLIS
First District
MARK RIDLEY-THOMAS
Second District
SHEILA KUEHL
Third District
JANICE HAHN
Fourth District
KATHRYN BARGER
Fifth District

The Los Angeles County Code, Transient Occupancy Tax, Section 4.72.310, states whenever the amount of any tax, interest or penalty has been overpaid or paid more than once or has been erroneously or illegally collected or received by the County, the operator/transient so paying may have such amount applied to subsequent taxes due, or it may be refunded as provided in Sections 4.72.310 through 4.72.350 if, within three years after the date of payment, the operator/transient files with the tax administrator this claim form. The operator/transient shall state on this claim form, under penalty of perjury, the specific grounds and specific facts upon which the claim is founded. The claims shall be on forms furnished by the tax administrator. (Ord. 8607 Art. 7 § 71, 1964.)

1. Claimant Information

Name: _____

Street Address: _____

Mailing Address: _____

Telephone: (____) _____ E-mail: _____

Motel/Hotel Name: _____

2. Basis of Claim

Reason(s) for refund (Attach additional sheets as necessary): _____

Period(s) covered: _____

Yes

Supporting documents and proof of payment enclosed

3. Refund Amount and Payment Information

Amount of refund requested: \$ _____

Check one: Make refund check payable to: _____

Credit against next remittance of taxes

4. Signature of Claimant

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION IN THIS CLAIM IS TRUE AND CORRECT.

Signature: _____

Date: _____

Print Name: _____

Title: _____

This form is to be signed, dated and returned with supporting documents and proof of payment for which refund is claimed to:

**LOS ANGELES COUNTY TREASURER AND TAX COLLECTOR
KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 462
LOS ANGELES, CA 90012-2766**

The Los Angeles County Transient Occupancy Tax is codified in Title 4, Chapter 4.72 of the Los Angeles County Code. Refer to <http://www.municode.com/library/CA/Los Angeles County>.

For more information, please refer to the TOT website at <https://ttc.lacounty.gov/tot/>.

TTC USE ONLY

Approved for Credit/Refund _____

Approved by: _____

Date: _____