



City of Palm Springs

Department of Finance and Treasury, Room Tax Division

3200 E. Tahquitz Canyon Way • Palm Springs, California 92262
Tel: (760) 323-8226 • Fax: (760) 322-8344 • Web: www.palmspringsca.gov

Feb 15, 2017

Small Hotel/Motel Operator:

As you are already aware, the levy of your Palm Springs Small Hotel Tourism Business Improvement District (TBID) 1% assessment for hotels with 49 rooms and less became effective January 1, 2017. This letter is a reminder that the first monthly TBID assessment form and its payment must be physically submitted to the City no later than February 28, 2017, to avoid penalty and interest. The PS Ordinance 1903 adopting the TBID, along with the TBID assessment form and the initial introduction letter were all posted and available on the City's web site at www.palmspringsca.gov prior to Jan 2017. You may use the following thread of "Department/Finance & Treasury/Tourism Business Improvement District" to view these items.

For your additional information and if you have not already submitted your TBID return for January, we have put together a small package of information regarding TBID for your use. Attached you will find:

- Jan 2017 TBID assessment return (be sure to add your hotel name and your TOT Permit Number when submitting (same number noted on your monthly TOT returns). Note - the taxable receipts for your monthly TBID return can be obtained directly from your TOT return for the same month.
- A Condensed Guidelines sheet for TBID
- A reprint of the Dec 16, 2016 TBID letter
- Due Dates & Delinquent by Dates 2017 Calendar (Same document and dates as your monthly TOT return.)

As a cost saving factor for your TBID organization, we will not be mailing out monthly TBID assessment forms. Therefore, please use the blank TBID form available on the website for all your future monthly TBID submissions.

Note this is not a City tax. It is a 1% TBID assessment voted upon by the small hoteliers and should be identified separately on the guest folios. The City's TOT rate remains at 11.5% and is separate from the 1% TBID assessment. The City is only the collection point and all 1% assessment dollars net of administrative fees will be forwarded to the Small Hotel TBID designee.

A frequently asked question has been – Do I have to report the assessment on reservations happening after Jan 2017, but booked prior to the passing of the ordinance? The assessment is a levy against the hotel/motel and it is an option (not a requirement) to pass it onto your guests. Therefore, yes, the full TBID assessment is due from the hotelier whether or not the fee was passed onto the guest.

As we work through this implementation process together, please remember to provide your e-mail contact(s) on your monthly TBID returns. We will be making future TBID contacts via group e-mails. Please feel free to call me at (760) 322-8326 or Shantel Sterling at (760)323-8326 for further questions. Thank you for your assistance.

Sincerely,

A handwritten signature in black ink that reads "Roxane O'Neill". The signature is written in a cursive, flowing style.

Roxane O'Neill

Budget, Audit and Revenue Supervisor

City of Palm Springs – Finance Dept

Roxane.ONeill@palmspringsca.gov