



# CITY OF SAN MATEO

## Transient Occupancy Tax (TOT) Account Update Form

This form is to be used to update your Transient Occupancy Tax account with the City of San Mateo. If there has been a change in ownership, business suspension or closure, please contact us immediately at: (650) 443-9056 or email us at: [SanMateo@HdLgov.com](mailto:SanMateo@HdLgov.com).

ESTABLISHMENT NAME \_\_\_\_\_

BUSINESS LOCATION \_\_\_\_\_

Street

City

State

Zip

Country

NAME OF OPERATOR \_\_\_\_\_

(See Section 3-4-2 of City Code for Definition of Operator)

MAILING ADDRESS \_\_\_\_\_

Attention

Street

City

State

Zip

Country

BUS. PHONE ( ) - \_\_\_\_\_ EMAIL \_\_\_\_\_

CELL ( ) - \_\_\_\_\_ FAX ( ) - \_\_\_\_\_

OWNERSHIP TYPE: \_\_\_\_\_

Select one: Sole Proprietorship, Partnership, LLC, Corporation, Non-Profit, Trust, Other

OWNER/ OFFICER \_\_\_\_\_

(If different from Operator)

Attach additional pages if multiple owners/officers

MAILING ADDRESS \_\_\_\_\_

Attention

Street

City

State

Zip

Country

Phone ( ) - \_\_\_\_\_ EMAIL \_\_\_\_\_

TOTAL ROOMS FOR RENT \_\_\_\_\_ AVERAGE DAILY RATE \_\_\_\_\_

**CERTIFICATION:** I certify and declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date