



# CITY OF RANCHO CORDOVA

## Transient Occupancy Tax (TOT) Account Update Form

This form is to be used to update your Transient Occupancy Tax account with the City of Rancho Cordova. If there has been a change in ownership, business suspension or closure, please contact us immediately at: (888) 602-0239 or email us at: [Support@HdLgov.com](mailto:Support@HdLgov.com).

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

NAME OF OPERATOR  
(See Section 3.08.020 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