

**TOT Instructions.**

**PLEASE DO NOT USE YOUR CELL PHONE – PLEASE USE YOUR COMPUTER**

Payment can be made using pay.gov - link below – there is a 3% charge for this service. If you will be paying by check please mail it to 595 Harbor St. Morro Bay, Ca 93442.

Go to **morrobayca.gov**

There will be a box that comes up in the middle of the screen that looks like this –

click on it. You will be directed to the Community Portal. If you need to make the font larger look for your magnifying glass on your computer and you can adjust the font by increasing the plus symbol.



If this is your first time using this portal, you will click the **SIGN-UP** link. If you already have a username and password, click the red LOGIN box.

**DO NOT USE your HdL password, it will not work.**

If you are signing up for the first time you will see this screen:

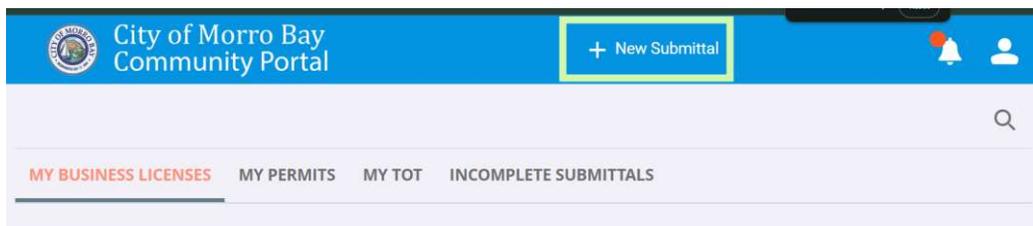
A screenshot of the 'City of Morro Bay Permit Portal' registration form. The form is divided into two main sections: 'Credentials' and 'Contact Information'. The 'Credentials' section includes fields for 'Email Address' (0 / 150), 'Password' (0 / 20), and 'Confirm Password' (0 / 20). The 'Contact Information' section includes fields for 'First Name' (0 / 39), 'Last Name' (0 / 39), 'Address' (0 / 59), 'City' (0 / 59), 'State' (a dropdown menu), 'Zip' (0 / 14), 'Home Phone', and 'Mobile Phone'. At the bottom of the form, there are two buttons: 'Register' (highlighted in green) and 'Cancel'.

PLEASE NOTE: The Contact Information section is what will populate later in the process. Be as accurate as possible here to save yourself time later!

Every field MUST be filled out for you to “Register”. After you click Register you will receive an email letting you know you can use the portal.

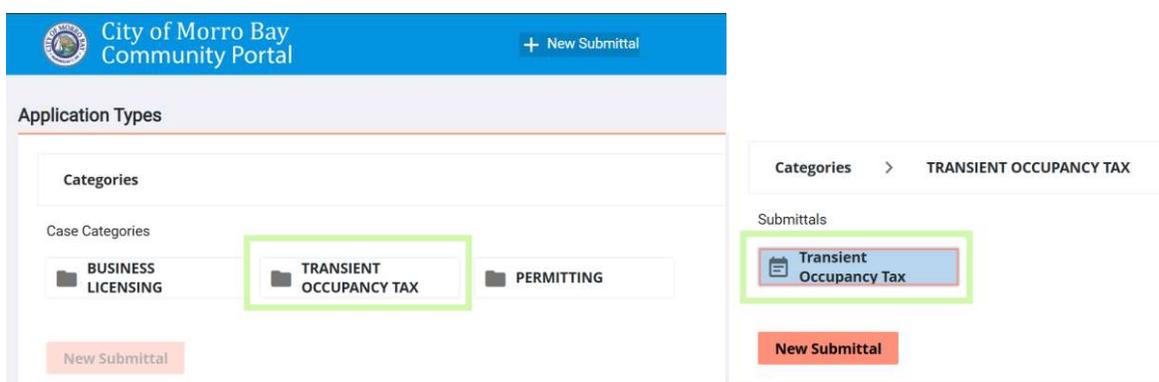
**In order to activate your account, please click the link in the email.**

Once you are logged in, you will see this screen:

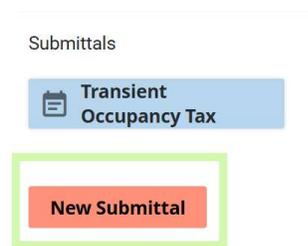


Every month you will enter your TOT by clicking new submittal.

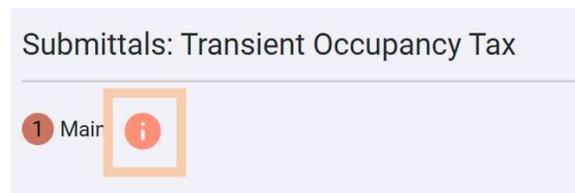
You will click on Transient Occupancy Tax.



Clicking the second TOT box will prompt a pop-up window with information regarding filing your TOT return. Close the window to move forward. Now you will be able to click the red “New Submittal” button



Throughout the form you will see a **red circle with “i”**. This icon contains helpful information and links to help you through the process.



Screen 1 -

Submittal Description: TOT Month Year Address

Example: TOT March 2025-595 Harbor St

Location: Address of the **Rental**

-You will have an opportunity in the following screens to enter property management info.

The screenshot shows the 'City of Morro Bay Community Portal' interface. At the top right, there is a '+ New Submittal' button. Below the header, there is a '1 Main' breadcrumb. The main content area has two text input fields: 'Submittal Description' (30 / 80 characters) containing 'TOT March 2025 - 595 Harbor St' and 'Location' (43 / 100 characters) containing '595 Harbor St, Morro Bay, California, 93442'. To the right of these fields is a map of Morro Bay with zoom in (+) and zoom out (-) buttons.

Click **NEXT** in the bottom right corner to move on to the next screen.

Screen 2 - Here you will fill in all the fields.

The screenshot shows the 'Business Information' form. It contains several fields: 'Business/Property Name as it appears on the Business License' (Text) with '595 Harbor St'; 'Business License Number' (Text) with 'BL25-8888'; 'Property Management Company' (Comment) with 'Morro Bay Rental Management'; 'Address of rental' (Comment) with '595 Harbor St'; and 'Rental Property Type' (Select Value) with 'Short Term Rental'.

Business Name should be the address of the rental or the name printed on the Business License.

Business License Number printed on the business license.

Property Management Company (if applicable)

Address of RENTAL

Property Type:

- 1. Short Term Vacation Rental
- 2. RV/Mobile Home Park
- 3. Hotel/Motel

**Remittance Information**

Reporting Month  
Select Value  
[ ]

Reporting Year  
Select Value  
[ ]

Aggregate Number of rooms RENTED during the period ⓘ  
Number  
[ ]

Aggregate number of rooms AVAILABLE during reporting period: ⓘ  
Number  
[ ]

Taxable Rents Paid for Lodging ⓘ  
Currency  
[ ]

Permanent Resident Deduction ⓘ  
Currency  
[ ]

Government Exemption Deduction ⓘ  
Currency  
[ ]

Use the pull-down menu to select the reporting month and the reporting year.

\*\*Reporting month should be the month of the stays

Ex: if you collected money in March, you will be filing in April. The REPORTING MONTH will be March

Number of rooms rented will be calculated based on the actual nights you've rented 1 room throughout the month.

Ex: If you rent 1 room/unit, and it was rented 20 nights in the month, your number of rooms rented would be 20.

Number of rooms available will follow the same formula. The number of actual rooms/units times the number of days in the month.

Ex: If you have 1 room/unit, your aggregate number of rooms available would be 31 (in March/ 30 April/ etc).

Taxable Rents is the total number of rent to file and pay TOT tax against. For information on what qualifies as taxable, see this page: <https://www.morrobayca.gov/1069/Transient-Occupancy-Tax>

The Permanent Resident and Government exemptions are deductions that reduce your taxable income. These two exemptions MUST be accompanied by the exemption forms found here:

<https://www.morrobayca.gov/DocumentCenter/View/20104/Long-Term-Exemption-Form>

<https://www.morrobayca.gov/DocumentCenter/View/20105/Government-Exemption-Form>

Click Next to move forward.



### Screen 3 -

This screen wants the data for who is filling out the return. You can click “Use my Info” to populate the contact information from when the account was created. Otherwise, please fill out the name, phone, and email at a minimum.

People

more...

Use My Info

Roles

FILER: Filer

Name 0 / 60

Address 0 / 60

City 0 / 60 State 0 / 2

Zip 0 / 15 Home Phone

Cell Phone

Email 0 / 256

Comment 0 / 2000

### Screen 4 -

This is the area to upload your exemption forms if you have them. If you have no exemptions, go ahead and click Next to move on.

City of Morro Bay Community Portal

Submittals: Transient Occupancy Tax

Main

Datadrop

People

Not Done

Recommended

Government Exemption Forms

Long Term Exemption Forms

Drop Here

Has attached files

Cancel Previous Next

User Guide

Exemption Forms can be downloaded here:

- Long Term Exemption Form
- Government Exemption Form

Screen 5 - This screen will show all \$0.00. Scroll down and click SUBMIT in the bottom right corner.

Deposits

| Deposit | Amount | Amount Paid | Amount Due |
|---------|--------|-------------|------------|
| Total   | \$0.00 | \$0.00      | \$0.00     |

Fees

| Fee   | Amount | Amount Paid | Amount Due |
|-------|--------|-------------|------------|
| Total | \$0.00 | \$0.00      | \$0.00     |

To make a TOT payment, please remit checks to:

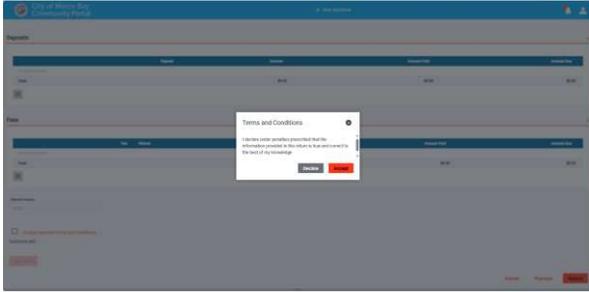
City of Morro Bay  
253 Republic St.  
Morro Bay, CA 93442

For all other payments please note payments will not be accepted until in "Payment Due" Status. You will receive an email with further instructions.

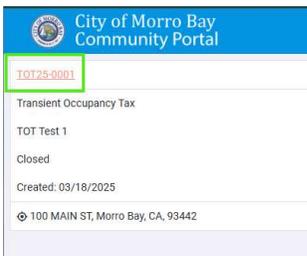
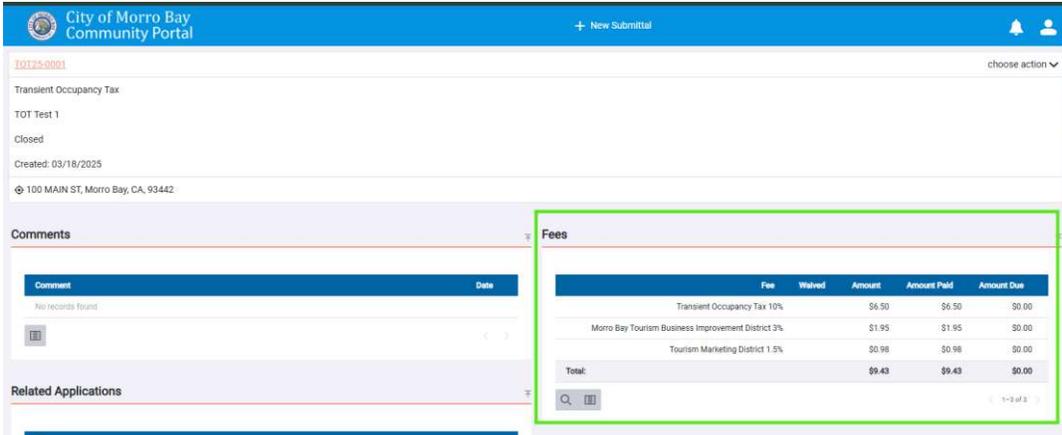
For questions about your license or permit, please contact the Planning/Permitting Department at (805) 772-4261 or Business Licensing T21 at (805) 771-1006.

Cancel Previous Submit

You must accept the “terms and conditions” to move to the next screen.



On the right of this screen under **FEES** you will see your total.



**FOR ALL PAYMENTS, PLEASE REFERENCE THE TOT25-XXX NUMBER IN THE TOP LEFT OF THE SCREEN!**

**To make a TOT payment, please remit check to:**

**City of Morro Bay  
595 Harbor St**

**Morro Bay, CA 93442**

You may pay by credit card by using this link:

<https://pay.paygov.us/EndUser/PaymentAgency.aspx?ttid=23801>

Please note that there is a 3% charge to use this service.

For questions about your license or permit, please contact the Planning/Permitting Department at: **(805) 772-6261** or Business Licensing/TOT at: **(805) 771-7006**.

**THANK YOU!**