



City of Imperial Beach, California

COMMUNITY DEVELOPMENT DEPARTMENT - CODE COMPLIANCE DIVISION

825 Imperial Beach Blvd., Imperial Beach, CA 91932 Tel: (619) 628-1358/1359 Fax: (619) 424-4093

How to Submit TOT Taxes via Paypal

**Payments processed through PayPal
are charged a 3% + \$.49 convenience fee
charged by PayPal.**

1. Go to www.imperialbeachca.gov
2. In the first row of gray boxes, click on "PAY"
3. Choose "Transient Occupancy Tax"
4. Complete the information for submission.
 - Address
 - Reporting month
 - Totals
 - Tax due
 - Update Totals- **PLEASE NOTE: You must hit the "Update Totals" button before submitting for payment in order for your total fees to be calculated.**
5. Submit
6. Follow the information for PayPal submission.