## Dear Hotel Owner:

This is a friendly reminder that your Transient Occupancy Tax is due to the City of Duarte on the last day of the month following the end of each quarter.

The Transient Occupancy Tax Form is conveniently available on our website at www.accessduarte.com for you to download, complete and submit with the appropriate fees.

Your cooperation is greatly appreciated. Should you have any questions, please feel free to contact the Administrative Services Department at (626) 357-7931.