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.