

## Transient Lodging Tax Quarterly Report

**Due Date: 15<sup>th</sup> of April, July, October & January**

This report and your remittance must be postmarked by the due date. Late filing of payment can result in penalties described in [Multnomah County Chapter 11.400 Transient Lodgings Tax](#), including a penalty of up to fifty percent (50%) of any deficiencies in taxes. Payments are applied first to interest and penalties then to taxes due.

|                                     |  |       |                          |                |     |
|-------------------------------------|--|-------|--------------------------|----------------|-----|
| Operator Name                       |  | Phone |                          | Federal Tax ID |     |
| Hotel/Motel Name                    |  |       |                          |                |     |
| Address                             |  |       | City                     | State          | Zip |
| Reporting Period<br>Report Quarter: |  |       | Report Year: Choose City |                |     |

|             |     |  |  |
|-------------|-----|--|--|
|             | 1.  | <b>Gross Rental Fees Collected</b> .....   |  |
| DEDUCTIONS  | 2.  | Monthly rentals .....  |  |
|             | 3.  | Rent values less than \$2 per day .....  |  |
|             | 4.  | Federal government contract lodging .....  |  |
|             | 5.  | Space rental in recreational vehicle park or campground .....                                    |  |
|             | 6.  | Uncollectables <i>per MCC 11.403</i> .....   |  |
|             | 7.  | Rental collections through intermediaries <i>please attach Oregon State Schedule SLT-1</i> ..... |  |
|             | 8.  | <b>TOTAL ALLOWABLE DEDUCTIONS FROM GROSS</b> (sum lines 2 through 7).....                        |  |
|             |     | 9.   |  |
| TAX         | 10. | City tax collected (6%) (line 9 x .06).....  |  |
|             | 11. | Multnomah County tax collected (5.5%) (line 9 x .055).....                                       |  |
|             | 12. | Subtract operators expenses fee (5%) (line 11 x .05).....  |  |
| TAX DUE     | 13. | <i>Choose unincorporated OR incorporated:</i>  |  |
|             | a)  | <b>Unincorporated</b> (sum lines 10, 11 & 12) .....  |  |
|             | b)  | <b>Incorporated</b> (sum lines 11 & 12) .....  |  |
| LATE        | 14. | Penalty .....  |  |
|             | 15. | Interest .....   |  |
| BALANCE DUE | 16. | <i>Choose unincorporated OR incorporated:</i>  |  |
|             |     | <b>Unincorporated</b> (sum lines 13a, 14 & 15) .....   |  |
|             |     | <b>Incorporated</b> (sum lines 13b, 14, 15) .....  |  |

|           |   |            |
|-----------|---|------------|
| SIGNATURE | <b>Make checks payable to: Multnomah County Treasury</b>  |            |
|           | <b>Remit to: Multnomah County Treasury, 501 SE Hawthorne Blvd, Suite 531, Portland, OR 97214</b>  |            |
|           | <i>To pay electronically via ACH, please contact Tsultrim Yehshopa or Grant Gibson for banking information</i>                                |            |
|           | I declare, under penalties provided under ORS162.085, that to the best of my knowledge and belief the statements herein are correct and true. |            |
|           | Signature _____   | Date _____ |
|           | Print name _____  |            |

Contact Tsultrim Yehshopa at (503) 988-3681 or Grant Gibson (503) 988-5535 for assistance. Please note any name, address, or phone number changes.

Tax forms are also available on the Multnomah County website: [www.multco.us/finance](http://www.multco.us/finance) under Excise Taxes link.