



DESCHUTES COUNTY

Finance Department
 Physical Address: 1300 NW Wall Street, Suite 200
 P.O. Box 6005
 Bend, Oregon 97708
 (541) 383-4399 • Fax (541) 749-2909

TRANSIENT ROOM TAX REPORTING FORM

NAME _____

Account No. _____

ADDRESS _____

Period Covered _____

TELEPHONE _____ FAX _____

EMAIL _____

Date Due _____

Number of Taxable Homes/Units _____

CHANGE OF ADDRESS must be filed and reported immediately to the County Finance Department.

IF BUSINESS IS DISPOSED OF OR SUSPENDED, you must file a final "Transient Room Tax Reporting Form" and remit payment for the tax due with the County Finance Department, Deschutes County. Please note on the form that this is the final report. No change of ownership can be recorded until this is done.

CHECKS AND MONEY ORDERS in the exact amount of tax due are accepted by the County Finance Department and do not constitute payment until cleared. County Finance Department assumes no responsibility for loss in transit.

REMITTANCE: Avoid penalty - be sure "TOTAL AMOUNT OF TAX DUE" is enclosed.

MAKE CHECKS PAYABLE
 TO
 DESCHUTES COUNTY TREASURER

CALCULATION SECTION			
1. TOTAL GROSS RENT (Includes cleaning fees and recreation fees)	1.		\$
a. Number of Available Room Nights	1a.		
b. Number of Room Nights Rented	1b.		
2. LESS: ALLOWABLE DEDUCTIONS			
a. Rents and fees for stays over 30 days	2a.	\$	
b. Recreation Fees for use of Destination Resort Facilities	2b.	\$	
c. Other	2c.	\$	
Description _____			
3. Total Allowable Deductions (add lines 2a, 2b, & 2c)	3.		\$
4. Taxable Rent (subtract line 3 from line 1)	4.		\$
5. Tax Rate	5.	X .08	
6. Tax Due (multiply line 4 by 8%)	6.		\$
7. Collection Reimbursement Fee Rate of 5% (operator to retain)	7.	x .05	
8. Less Collection Reimbursement Fee (multiply line 6 by line 7)	8.		\$
9. NET TAX DUE (subtract line 8 from line 6)	9.		\$
PENALTIES AND INTEREST IF TAX IS NOT PAID BY THE END OF THE MONTH IN WHICH THE TAX IS DUE			
10. Penalty (10% of line 9 plus 15% of line 9 if additional 30 days past due)	10.		\$
11. Interest (1/2 of 1% of line 9 per month)	11.		\$
12. Adjustment for Prior Shortage or Overpayment	12.		\$
13. TOTAL PENALTY, INTEREST, AND ADJUSTMENTS (add lines 10, 11, & 12)	13.		\$
14. TOTAL AMOUNT OF TAX DUE (add lines 9 & 13)	14.		\$
 I DECLARE, UNDER PENALTY OF MAKING A FALSE STATEMENT, THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE STATEMENTS HEREIN ARE CORRECT AND TRUE. 			
SIGNED _____		DATE _____	

Reports are due and payable on the fifteenth (15th) day of the month for the preceeding month.
 When the monthly amount of tax due is \$50 or less, the operator has the option of submitting reports quarterly.