



## QUARTERLY TRANSIENT LODGINGS TAX REPORT

The quarterly report and tax payment are due the 15<sup>th</sup> of the month following the end of the quarter.

Due Dates: 1<sup>st</sup> Quarter – April 15<sup>th</sup>, 2<sup>nd</sup> Quarter – July 15<sup>th</sup>, 3<sup>rd</sup> Quarter – October 15<sup>th</sup>, 4<sup>th</sup> Quarter – January 15<sup>th</sup>

Payment must be received or postmarked by the close of business on the following dates to avoid the 10% penalty charge:

1<sup>st</sup> Quarter – April 30<sup>th</sup>, 2<sup>nd</sup> Quarter – July 31<sup>st</sup>, 3<sup>rd</sup> Quarter – October 31<sup>st</sup>, 4<sup>th</sup> Quarter – January 31<sup>st</sup>.

NAME OF FACILITY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ NO. OF ROOMS \_\_\_\_\_ PERIOD ENDING \_\_\_\_\_

<b>1. Gross Rental Fees Collected</b>		\$ _____
2. Monthly rentals	\$ _____	
3. Rent less than \$2/Day	\$ _____	
4. Federal Government Contract Lodging	\$ _____	
5. Uncollectables	\$ _____	
6. Transient Lodging Intermediaries (attach Schedule SLT-1)	\$ _____	
<b>7. TOTAL ALLOWABLE DEDUCTIONS (SUM OF LINES 2, 3, 4, 5 &amp; 6)</b>		\$ _____
<b>8. TAXABLE RENTS (LINE 1 MINUS LINE 7)</b>		\$ _____
9. Convention Center Surcharge (Line 8 x .025)	\$ _____	
10. Special Convention Center Tax (Line 8 x .03)	\$ _____	
11. Operator's Collection Fee (Line 9 and 10 x .05)	\$ ( _____ )	
<b>12. TAX DUE COUNTY (THE SUM OF LINE 9 PLUS LINE 10 MINUS LINE 11)</b>		\$ _____
<b>13. TRANSIENT LODGING TAX DUE CITY (LINE 8 X .06)*</b>		\$ _____
14. Penalty	\$ _____	
15. Interest	\$ _____	
16. Adjustment for Prior Shortage	\$ _____	
17. Adjustment for Prior Overage	\$ _____	
<b>18. TOTAL ADDITIONS &amp; ADJUSTMENTS (SUMS OF LINES 14, 15, 16, MINUS LINE 17)</b>		\$ _____
<b>19. TOTAL DUE (LINE 12 PLUS 13 AND 18)</b>		\$ _____

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 \_\_\_\_\_

PRINT NAME \_\_\_\_\_ TITLE \_\_\_\_\_

**PLEASE MAKE CHECKS PAYABLE TO: CITY OF WOOD VILLAGE  
2055 NE 238<sup>TH</sup> DRIVE  
WOOD VILLAGE, OR 97060**