City of Lake Oswego

Transient Lodging Tax
Remittance Form - Transient Lodging Intermediaries

Intermediary Name

Phone

Address

Email

1. Total gross receipts collected by intermediary (detailed on second page)…………………………

2. Allowable deductions/exemptions

   2a. Rent for occupancies more than 30 days……………………………..…………

   2b. Rent for less than $4.00 per day………………………………………………

   2c. Rent for medical reasons…………………………………….…………………

   2d. Rent for qualified Federal use……………………………………………………

   2e. Uncollectable………………………………………………………………

   2f. Total reduction to gross receipts (lines 2a thru 2e)……………………………………………

3. Total taxable gross receipts for lodging (subtract line 2f from line 1)………………..……………

4. Transient lodging tax rate……………………………………………………………

5. Total tax due (multiply line 3 by line 4)………………………………………………………

6. Additions and adjustments

   6a. Delinquent tax due………………………….…..………………………………

   6b. Interest*………………………………………..………………………...…………

   6c. Penalty (LOC 24.02.070 and 24.02.080)…………………………………………

   6d. Adjustments (prior overpayment or other)……………………………………

   6e. Total additions and adjustments (lines 6a thru 6d)…………………………………………

7. Amount due before administrative fee (add line 6e to line 5)…………….……………...………

8. Administrative fee rate………………………………………………………

9. Administrative fee (ORS 320.345) (multiply line 7 by line 8)…………………………………

10. Total amount due (subtract line 9 from line 7)……………………..………………..……………

Checks for the total amount due (Line 10) are accepted by the City of Lake Oswego as the Tax Administrator only as the agent of the taxpayer and do not constitute payment until cleared. The City assumes no responsibility for loss of remittance in transit. Transient lodging is due to the City on a monthly basis no later than the 15th of the following month for the preceding month (LOC 24.02.070(1)).

* Interest due on delinquencies is 1% per month; and an operator who fails to remit the tax must pay, in addition to penalties, interest is 1/2 of 1% per month on the amount of tax due, calculated exclusive of penalties.

** Penalty charged as follows on delinquent tax due: 10% for a first delinquency; and 15% of the total of the delinquent tax due plus 10% for subsequent delinquencies (LOC 24.02.070 and 24.02.080).

Please remit payments to:
City of Lake Oswego
Finance Department
P.O Box 369
Lake Oswego, OR 97034

Rev. 08-15

City of Lake Oswego

Transient Lodging Tax
Remittance Form - Gross receipts collected by intermediary for each hotel

1	Hotel Name Address	
2	Hotel Name Address	
3	Hotel Name Address	
4	Hotel Name Address	
5	Hotel Name Address	
6	Hotel Name Address	
Total (reported on line 1 of page 1)		