



**City of Lake Oswego**  
 Transient Lodging Tax  
 Remittance Form - Lodging Entities

Reporting Period
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Hotel Name
Address

Phone
Email

1. Total gross receipts for lodging.....		
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. Rent collected by intermediaries (listed on second page).....		
2f. Uncollectable.....		
2g. Total reduction to gross receipts (lines 2a thru 2f).....		
3. Total taxable gross receipts for lodging (subtract line 2g 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

Reporting Period

# City of Lake Oswego

## Transient Lodging Tax

### Remittance Form - Gross receipts from transient lodging intermediaries

Identify all transactions with transient lodging intermediaries for the month. Transient lodging intermediaries include, but are not limited to, online travel companies, travel agents, and tour outfitter companies.

<b>1</b>	Name of transient lodging intermediary	
	Address	
<b>2</b>	Name of transient lodging intermediary	
	Address	
<b>3</b>	Name of transient lodging intermediary	
	Address	
<b>4</b>	Name of transient lodging intermediary	
	Address	
<b>5</b>	Name of transient lodging intermediary	
	Address	
<b>6</b>	Name of transient lodging intermediary	
	Address	
<b>Total</b> (reported on line 2e of page 1)		