



CITY OF HOOD RIVER

Transient Lodging Tax Remittance Form

**To report multiple locations, please use the Multiple Locations Reporting Form located on our website.

OFFICE USE ONLY

Date received

Receipt number

Account Information

Name of property/business (including DBA)		TLT Cert. # / STR License #	Reporting month
Property address			
Name of transient lodging tax contact	Phone number	Email address	Reporting year

FORM DUE MONTHLY BY THE 15TH FOR THE PRECEEDING MONTH, EVEN IF NO GROSS RENT WAS RECEIVED

1. Gross rent.....	1.	\$
2. Allowable exemptions:		
2a. Monthly rent (greater than 30 consecutive days).....	2a.	\$
2b. Rent from authorized Federal employees.....	2b.	\$
2c. Rent from transient lodging intermediaries.....	2c.	\$
2d. Other exemptions (please explain).....	2d.	\$
3. Total allowable exemptions (sum of lines 2a through 2d).....	3.	\$
4. Taxable rent (line 1 minus line 3).....	4.	\$
5. Tax rate.....	5.	
6. Tax due (line 4 multiplied by line 5).....	6.	\$
7. Excess tax collected.....	7.	\$
8. Total tax collected (line 6 plus line 7).....	8.	\$
9. Rebate rate for administrative costs.....	9.	
10. Rebate amount (line 8 multiplied by line 9).....	10.	\$
11. Net tax due (line 8 minus line 10).....	11.	\$
12. Penalties.....	12.	\$
13. Interest.....	13.	\$
14. Previous balance.....	14.	\$
15. TOTAL DUE (sum of lines 11 through 14).....	15.	\$

TOTAL NUMBER OF NIGHTS RENTED (Licensed Residential Short-term Rentals).....

I declare, under penalty of false swearing, that to the best of my knowledge, the information herein is true, correct, and complete.

Signature	Title	Date
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Print completed form and mail with payment to: Finance Dept/TLT | 211 Second St. | Hood River OR 97031
MAKE CHECK OR MONEY ORDER PAYABLE TO CITY OF HOOD RIVER. To pay by Visa or MasterCard email your form to TRTreturns@cityofhoodriver.gov and log on to the City of Hood River's Homepage and choose the option "Pay Transient Lodging Taxes" or call in your payment to 541-387-5260. Credit/Debit Card payments incur a 3% fee

Report of Gross Receipts from Transient Lodging Intermediaries

As reported on Line 2c on Pg.1

Identify all transactions with transient lodging intermediaries for this month. A transient lodging intermediary is a person, other than a provider, who facilitates the retail sale and charges for the occupancy of the transient lodging. Transient lodging intermediaries include, but are not limited to, online travel companies, travel agents, and tour outfitter companies. Only include the amount that you actually received from each intermediary for which the intermediary will report and submit transient lodging tax. You do not need to determine the retail price charged to customers. Add additional pages if needed.

	Payments received for Month Ending _____
1. Company name of transient lodging intermediary: Address: _____	\$
2. Company name of transient lodging intermediary: Address: _____	\$
3. Company name of transient lodging intermediary: Address: _____	\$
4. Company name of transient lodging intermediary: Address: _____	\$
5. Company name of transient lodging intermediary: Address: _____	\$
6. Company name of transient lodging intermediary: Address: _____	\$
TOTAL (should equal Line 2c on Pg.1)	\$

INSTRUCTIONS

General Information

Each operator is required to file a return and pay the tax monthly. You must file a return even if there is no tax collected for the reporting period. The lodging tax is imposed on each overnight stay in a temporary dwelling unit designed for occupancy.

This remittance form is designed to be filled out electronically, then printed and mailed together with payment. The online form will automatically perform the appropriate calculations based on your input. Alternatively, you may print a blank form and enter the information manually. In either case, please review all calculations for accuracy.

Due Date Your tax return and payment of the tax is due monthly on or before the 15th for the preceding month.

Instructions

Line 1. Gross rent: Enter the gross rent received for occupancy in temporary lodging for the month. "Rent" means the amount paid or payable by an occupant for the occupancy of space in temporary lodging. If a separate fee is charged for services, goods or commodities and that fee is optional, that fee is not included in rent. Rent includes all fees and assessments for the privilege of occupancy (human and/or pets) for which payment is not considered optional to the renter.

Line 2. Allowable exemptions:

2a. Rent paid for more than 30 consecutive calendar days.

2b. Rent collected from authorized Federal employees staying on Federal business. The employee must provide an exemption certificate from their employer and pay with a government credit card, or the Federal agency must pay the facility directly.

2c. Rent from any transient lodging intermediaries who have collected and remitted taxes on your behalf.

2d. Other exemptions. Please explain

Line 3. Total allowable exemptions: Sum of lines 2a through 2e.

Line 4. Taxable rent: Line 1 minus line 3. *Taxable rent cannot be less than zero.*

Line 5. Tax rate: The applicable tax rate in the City of Hood River eight percent (8%)

Line 6. Tax due: Line 4 multiplied by line 5.

Line 7. Excess tax collected: Enter excess tax collected, if any.

Line 8. Total tax collected: Line 6 plus line 7.

Line 9. Collection fee rate: Each operator is allowed to withhold 5% of the total tax due to cover the operator's expenses for collection and remittance of the tax.

Line 10. Collection fee: Line 8 multiplied by line 9. *This will lower the amount of total tax due.*

Line 11. Net tax due: Line 8 minus line 10. *Net tax due cannot be less than zero.*

Line 12. Penalties: A penalty of 10% of the amount in line 11 is imposed if you mail your return and pay the tax after the due date. If the return and payment of the tax is received two months after the due date, you shall pay a second penalty of 15% of the amount in line 11, in addition to the tax due and the first 10% penalty imposed.

Line 13. Interest: Interest is imposed if you mail your return and pay the tax after the due date. The interest rate is 1% of the amount in line 11 per month until the tax is paid in full, which includes lines 11, 12, and 13.

Line 14. Previous balance: If there was a calculation error or incorrect payment from a prior reporting period, an adjustment can be entered as either a charge or credit.

Line 15. Total due: Sum of lines 11 through 14. *Enter the payment amount enclosed, and sign and date your return.*

Payment Options

Mail completed remittance form together with payment to:

**Finance Dept./TLT
City of Hood River
211 Second St.
Hood River OR 97031**

MAKE CHECK OR MONEY ORDER PAYABLE TO CITY OF HOOD RIVER. Please write your tax account number on the check or money order. Do not attach payment to form. To pay by Visa or MasterCard, contact our office. Credit card service fees apply.

or

E-Mail completed remittance form to:

TRTreturns@cityofhoodriver.gov and log on to the City of Hood River's homepage, choose the option "Pay Transient Lodging Taxes" or call in your payments to (541) 387-5260 Credit & Debit Card payments incur a 3% fee

Applicable Tax Codes:

Hood River Municipal Code Title 5 Chapter 9

Additional Information

- Enter the most current mailing address and transient lodging tax contact information on your return.
- *If the business closes or transfers ownership, a closing return must be filed immediately and any tax due must be paid at that time.* No ownership change can be recorded until a closing return has been filed.
- Tax due is accepted by the City of Hood River only as agent of the taxpayer and does not constitute payment until cleared. The City of Hood River assumes no responsibility for loss in transit.
- Failure to submit your tax return and payment on time will incur penalties and interest. Inaccurate returns submitted timely may also incur penalties and interest.

Contact Information

Phone.....541-387-5260
Email.....trtreturns@cityofhoodriver.gov
Website..... www.cityofhoodriver.gov