

**CITY OF NEWPORT
169 SW COAST HWY
NEWPORT, OR 97365
(541) 574-0621**

TRANSIENT ROOM TAX RETURN

Business # _____

MONTH ENDING: _____
DUE DATE: _____

Business Name & Address: _____

PLEASE BE SURE THIS FORM IS FILLED IN COMPLETELY AND ACCURATELY. PENALTIES AND INTEREST ACCRUE MONTHLY FOR DELINQUENCY.

Please notify the Finance Department immediately of any CHANGE OF ADDRESS.

IF THE BUSINESS IS DISPOSED OF OR SUSPENDED, a closing return must be filed immediately at the Finance Department at City Hall and the tax due must be paid. No Change of ownership can be recorded until this is done.

CHECKS, DRAFTS, POSTAL NOTES AND MONEY ORDERS, in the exact amount of tax due are accepted by the Finance Department only as agent of the taxpayer and do not constitute payment until cleared. The Finance Department assumes no responsibility for loss in transit.

REMITTANCE: Avoid Penalty, be sure proper remittance is enclosed.

**MAKE CHECKS PAYABLE TO:
CITY OF NEWPORT**

Please make a copy of this report for your records.

CALCULATION SECTION

1. GROSS RENT	\$	
LESS: ALLOWABLE DEDUCTIONS:		
2. Rent (by Month)	\$	-
3. Rent less than \$2 per day	\$	-
4. Credit Card Discounts	\$	-
5. Total Allowable Deductions (lines 2, 3 & 4)	\$	-
6. Taxable Rents (lines 1 - 5 = 6)	\$	-
7. Tax (9.5% of line 6)	\$	-
8. Excess Tax Collected	\$	-
9. Total Tax (line 7 plus 8)	\$	-
10. Collection Fee (5% of line 9)	\$	-
11. Total Tax Due (line 9 minus 10)	\$	-
12. Penalty: 10% over 15 days delinquent. 15% plus original 10% over 45 days delinquent.	\$	-
13. Interest: 1% per month exclusive of penalties, from date of delinquency.	\$	-
14. Adjust for prior (over) or short	\$	-
15. Total Amount Due	\$	-

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 _____

TITLE _____

DATE _____