



MONTHLY TRANSIENT LODGING TAX REPORT

**OTC AND BOOKING AGENTS ONLY**

Certificate No. \_\_\_\_\_

Period Covered: \_\_\_\_\_ - \_\_\_\_\_  
mm/dd/yy mm/dd/yy

**CLACKAMAS COUNTY FINANCE DEPARTMENT**

**2051 KAEN ROAD  
OREGON CITY, OREGON 97045**

**Phone (503) 742-5400  
Fax (503) 742-5401**

LOCATION NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP CODE \_\_\_\_\_

Has your contact info changed? (Select) Yes No

Please provide new contact info here:  
\_\_\_\_\_  
\_\_\_\_\_

\*Please make checks payable to Clackamas County Finance.

\*Monthly Collections must be **postmarked on or before the 15th** of the following month. Penalty/Interest will be assessed if not postmarked on or before the last day of the following month.

\*Notify the Finance Department immediately of any change of disposition or suspension of business.

1. Gross Cash Receipts (Net of Bank Credit Card Fee) .....

Exempt Receipts: A. Monthly Rentals (more than 30 successive calendar days) .....

B. Rent Less than \$15.01 per day .....

C. U.S. Government Employees on Official Business .....

2. Total Exempt Receipts (Add lines A through C) .....

3. Taxable Receipts (Line 1 minus line 2) .....

4. Total Lodging Tax for this Period (6% of line 3).....

5. Collection Reimbursement (5% of line 4) .....

6. Total Tax Due for Month (Line 4 minus line 5) .....

7. Adjustment from Prior Period (Include reason here) \_\_\_\_\_

8. Total Amount Remitted (Add lines 6 and Add/Sub line 7 when applicable) .....

**I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE STATEMENTS HEREIN ARE CORRECT AND TRUE.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**OFFICE USE ONLY**

Verified By: \_\_\_\_\_

Postmark Date: \_\_\_\_\_

No. Months Late: \_\_\_\_\_

Penalty Total: \_\_\_\_\_

Interest Total: \_\_\_\_\_

# TRANSIENT LODGING TAX REPORT AND INSTRUCTIONS

## FOR ON TIME REPORTING ONLY\*

This updated form is provided to better enable you to complete the Transient Lodging Tax monthly report accurately. This report is fully electronic and auto-calculates. If you have questions, please contact the Clackamas County Finance Department at (503) 742-5462 or at [TLT@clackamas.us](mailto:TLT@clackamas.us).

\*Reporting and/or payment is due on or before the 15th (fifteenth) day of each month. If you have zero gross cash receipts, your signed report is still due and can be emailed to [TLT@clackamas.us](mailto:TLT@clackamas.us).

Payment postmarked after the last day of the month is subject to penalties and interest and a separate report for delinquency must be completed.

**Line 1 - Gross Cash Receipts.** This amount is to include the total room rent you collected during the month including monthly rentals, government exemptions and rent less than \$15.01 per day. Also included in Gross Cash Receipts are any other items associated with room revenue. Examples include, but are not limited to, pet fees, charges for early check in and/or late check out, cancellation charges, etc. Gross Cash Receipts should not include any tax collected or any other items not associated with room revenue. Gross Cash Receipts include all room receipts from Online Travel Companies (OTCs).

### Exempt Receipts:

**Line A – Monthly Rentals.** Any person who pays for lodging for more than thirty (30) successive calendar days, ir-respective of the number of days in such month, shall not be deemed a transient and is exempt.

**Line B – Rent Less than \$15.01.** Rents collected that are less than \$15.01 per day are exempt from the 6% tax.

**Line C – U.S. Government Employees on official business.** This is the amount for Federal Government employees, officials or agents ONLY, on official business. Proper verification must be provided by the Federal employee. When submitting your Transient Lodging Tax monthly report, the Government Exemption form must be included and a copy of the Federal Government employee's verification.

**Line D – Online Travel Company Gross Receipts.** You may deduct OTC receipts for hotel stays if the reservation was booked through and paid directly to the OTC and the OTC has notified you that they are remitting taxes directly to Clackamas County. A breakdown of each OTCs revenue received must be submitted with your Transient Lodging Tax monthly report.

**Line 2 – Total Exempt Receipts.** This is the total amount of Exempt Receipts. Form will calculate and add amounts in lines A, B, C and/or D and the total will be entered on line 2.

**Line 3 – Taxable Receipts.** This is the amount of receipts subject to the 6% tax. Form will calculate and subtract line 1 and line 2.

**Line 4 – Total Lodging Tax for this Period.** Form will calculate and multiply line 3 by 6%.

**Line 5 – Collection Reimbursement.** This amount is retained by the operator as a collection reimbursement charge. Form will calculate and multiply line 4 by 5%.

**Line 6 – Total Tax Due for Month.** Form will calculate and subtract line 4 and line 5.

**Line 7 – Adjustment from Prior Period.** Any amounts approved by the Clackamas County Finance Department will go on this line – this includes credits or over payments on your account from a previous month. A reason must be included on the line provided. **Amount must be manually entered.**

**Line 8 – Total Amount Remitted.** This is the total amount due after calculating exemptions, the collection reimbursement and applicable adjustments. Form will calculate appropriate lines.