

CITY OF MANZANITA
PO BOX 129
MANZANITA, OREGON 97130
PHONE (503) 368-5343 FAX (503) 368-4145

QUARTERLY TRANSIENT TAX REPORT

() 1ST QTR-JAN/FEB/MAR
() 3RD QTR-JUL/AUG/SEPT

() 2ND QTR-APR/MAY/JUNE
() 4TH QTR-OCT/NOV/DEC

DUE ON OR BEFORE THE LAST DAY OF MONTH FOLLOWING THE REPORTING QUARTER

DATE _____ OWNER NAME _____

MCA# _____ RENTAL STREET ADDRESS _____

TRANSIENT LODGING TAX CALCULATION

1. GROSS RENTS (*Includes all fees, charges and assessments, including but not limited to processing fees, cleaning fees or fees for maid service and pet fees, charged, assessed or allocated for the occupancy which are not optional and not refundable*)..... \$ _____
2. LESS ALLOWABLE DEDUCTIONS:
 - a) Amount (if renting month to month)..... \$ _____
TOTAL allowable deductions..... \$ _____
3. TAXABLE RENTS (Line 1 minus Line 2)..... \$ _____
4. TAX CALCULATION (9% of Line 3)..... \$ _____
5. SUBTRACT COLLECTION FEE **RETAINED** (5% of Line 4)..... \$ _____
6. **TOTAL TAX DUE** (Line 4 minus Line 5)..... \$ _____
7. PENALTIES:
Delinquent 30 days after close of the quarter
 - a) If submitted and/or paid after the last day of month following the quarter, pay the greater of 10% of the tax due (10% of Line 6) or \$100 in addition to the amount of the tax..... \$ _____
Delinquent and Past Due two months after close of the quarter
 - b) If submitted and/or paid after the last day of the second month following the quarter, *add additionally* the greater of 15% of the tax due (15% of Line 6) or \$150 in addition to the amount of the tax and original penalty... \$ _____
8. INTEREST: add 1% of taxes due (1% Line 6) per month or portion of month following close of the quarter \$ _____
TOTAL PENALTIES & INTEREST..... \$ _____
9. **TOTAL TAX, PENALTIES & INTEREST** (Lines 6, 7a, 7b & 8)..... \$ _____
10. ADJUSTMENT IF APPLICABLE (add any prior shortage/subtract prior overpayment) \$ _____
11. **TOTAL TAX, PENALTIES & INTEREST DUE TO THE CITY**..... \$ _____

IMPORTANT: You are required to submit this tax report by the due date even if you had no taxable rent for this quarter, or collected no tax. To avoid penalties & interest, return this report along with any taxes due on or before the due date as described above.

I DECLARE, UNDER PENALTY OF MAKING A FALSE STATEMENT, THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, STATEMENTS MADE HEREIN ARE CORRECT AND TRUE.

SIGNED _____ TITLE _____

MAKE CHECKS PAYABLE TO THE CITY OF MANZANITA