

Transient Room Tax Return Transient Lodging Intermediary

CITY OF HERMISTON
180 N.E. 2ND STREET, HERMISTON, OR 97838 -- (541) 567-5521

BUSINESS: _____ Quarter Ending: _____
 ADDRESS: _____ DUE DATE: _____
 MAIL FORM TO: _____ No. of Room Days Rented: _____
 Identification No. _____

PLEASE MAKE SURE THIS FORM IS FILLED IN COMPLETELY AND CORRECTLY. PENALTIES AND INTEREST ARE CHARGED FOR DELINQUENCY. **The Transient Room Tax is separate from the Tourism Promotion Assessment. Both must be paid separately.** See reverse side for additional instructions.

1	Total rents received from rooms at daily rate	=	\$ _____
2	Less refunds during quarter	-	\$ _____
3	Less daily Federal Employees on Government business	-	\$ _____
4	Taxable Revenue during quarter at daily rate*	=	\$ _____
5	Times TRT Rate of 9%	X	<u>0.09</u>
6	Gross TRT from rentals at daily rate	=	\$ _____
7	Total rents received from rooms rented for 7 -30 consecutive days	=	\$ _____
8	Less refunds during quarter at long-term rate (7-30 days)	-	\$ _____
9	Taxable Revenue during quarter at long term rate (7-30 days)*	=	\$ _____
10	Times long-term TRT rate of 2.5%	X	<u>0.025</u>
11	Gross TRT from long-term rental (7-30 days)	=	\$ _____
12	Sum of Lines 6 & 11	=	\$ _____
13	Less 5% to transient lodging intermediary	X	<u>0.95</u>
14	Gross TRT due to the City of Hermiston	=	_____
15	Outstanding delinquent taxes through _____	=	\$ _____
16	Accrued penalties from delinquent taxes through _____	+	\$ _____
17	Accrued interest from delinquent taxes through _____	+	\$ _____
18	Net Delinquent Taxes, Penalties, & Interest Due	=	\$ _____
19	Total Due to the City of Hermiston (sum of lines 14 & 18)	=	\$ _____

Administrative
Use Only

*Itemize amount collected for each provider in Schedule A (attached)

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 NAME: _____
 PRINTED NAME: _____
 TITLE and DATE: _____

TRANSIENT ROOM TAX PREVIOUS QUARTER ADJUSTMENT COMPUTATION

A. Adjusted rates received from rooms/spaces rented at daily rate =		
\$_____ X 0.09 = Tax Due		\$_____
B. Adjusted rents received from rooms/spaces rented 7 to 30 consecutive days =		
\$_____ X 0.025 = Tax Due		\$_____
C. Total Tax Due	=	\$_____
D. Less 5% to operator	-	\$_____
E. Adjusted net tax due to City of Hermiston for previous quarter	=	\$_____
F. Actual Net Tax Paid for previous quarter		\$_____
G. Difference		
a. Overpayment if Line E is less than Line F		\$_____
b. Underpayment if Line E is more than Line F		\$_____

Additional instructions for the Transient Room Tax

The Transient Room Tax is a separate tax from the Tourism Promotion Assessment. The tax and assessment must be paid separately. Both the tax and assessment are to be collected and submitted to the City entirely by the entity which collected the rent from the traveler.

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 must be paid. No change of ownership can be recorded until this is done.

If no tax is due, please indicate that on this form, sign, and return it to City Hall.

Additional information regarding Delinquencies, Penalties, and Interest can be found in Hermiston Municipal Code Chapter 112.

MAKE CHECKS PAYABLE TO CITY OF HERMISTON