

# Transient Room Tax Return - Operator

**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. 05-3016-210 _____

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 all rooms occupied at <u>daily rate</u> *	=		\$ _____
2 Less 30+ day rent revenue during quarter	-		\$ _____
3 Less daily rent revenue shown on Schedule A on back of this page	-		\$ _____
4 Less daily Federal Employees on Government business	-		\$ _____
5 Taxable Revenue during quarter at daily rate	=		\$ _____
6 Line 5 Times TRT Rate of 9%	X	0.09	
<b>7 Gross TRT from rentals at daily rate</b>	<b>=</b>		<b>\$ _____</b>
8 Total rents received from rooms rented for <u>7 -30 consecutive days</u>	=		\$ _____
9 Less refunds during quarter at long-term rate (7-30 days)	-		\$ _____
10 Less long-term rent revenue shown on Schedule A on back of page	-		\$ _____
11 Taxable Revenue during quarter at long term rate (7-30 days)	=		\$ _____
12 Times long-term TRT rate of 2.5%	X	0.025	
<b>13 Gross TRT from long-term rental (7-30 days)</b>	<b>=</b>		<b>\$ _____</b>
14 Sum of Lines 7 & 13	=		\$ _____
15 Less 5% to transient lodging intermediary	X	0.95	
<b>16 Gross TRT due to the City of Hermiston</b>	<b>=</b>		<b>\$ _____</b>
17 Outstanding delinquent taxes through _____	=		\$ _____
18 Accrued penalties from delinquent taxes through _____	+		\$ _____
19 Accrued interest from delinquent taxes through _____	+		\$ _____
<b>20 Net Delinquent Taxes, Penalties, &amp; Interest Due</b>	<b>=</b>		<b>\$ _____</b>
<b>21 Total Due to the City of Hermiston (sum of lines 16 &amp; 20)</b>	<b>=</b>		<b>\$ _____</b>

Administrative  
Use Only

\*Show all rent received, whether directly from traveler, or through a Transient Lodging Intermediary. TLI's are entities other than the operator, or the operator's parent company, which collect rent from the traveler.

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		\$ _____

**Schedule A (Insert Additional Providers if Necessary)**

Online Transient Lodging Intermediaries are required to collect TRT and submit the tax to the City of Hermiston directly. Revenue that you receive from TLI's is therefore deducted from your taxable revenue.

Intermediary	# of Rooms Rented in Quarter	Revenue Received from TLI in Quarter	
		At Daily Rate	At Long-term Rate
Booking.com			
Expedia			
Hotels.com			
Hotelscombined.com			
Orbitz			
Priceline			
Trivago			
<b>Sum of All TLI Revenue:</b>			

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.

MAKE CHECKS PAYABLE TO CITY OF HERMISTON

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