



Transient Lodging Tax Remittance Form Lodging Provider

(Effective for taxable rents 7/1/2020)

Hotel Name: _____ Phone: _____
 Location address: _____ Email: _____
 City, State, Zip: _____ Period covered: _____

	Tax Calculation	Amount
1	Total gross monthly receipts from guest room rentals:	
	Less allowable deductions	
	2 Rent (by month):	
	3 Rent less than \$15 per day:	
	4 Government agency:	
	5 Uncollectable rents:	
	6 Gross receipts from transient lodging intermediaries for rooms booked during the reporting period (total from page 2):	
7	Total allowable deductions (add lines 2 through 6):	
8	Taxable rents (line 1 less line 7):	
9	Transient room tax (8% of line 8):	
10	Administrative fee (deduct 5% of line 9):	
11	Amount of tax due (line 9 less line 10):	
12	Penalty if not paid by due date (10% of line 11):	
13	Additional delinquent penalties & fees:	
14	Adjustment for prior return (supporting documentation required):	
15	Total transient lodging tax payment submitted:	

Number of Rooms at location: _____

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.

Signature

Date

Printed name

Title

Make checks payable to: CITY OF GRESHAM

Direct inquiries to: City of Gresham, Finance & Management Services Department
Attention: Ann Travers
1333 NW Eastman Parkway
Gresham, OR 97030-3813
503-618-2325 or Ann.Travers@GreshamOregon.gov

City Staff Only									
Tax due:		Received:		Over/short:		Interest due:		Penalties due:	

City of Gresham Transient Lodging Tax Transient Lodging Intermediaries

Lodging provider: _____

Period covered: _____

Gross receipts from transient lodging intermediaries bookings during the reporting quarter (as reported on line 6 of the City of Gresham Transient Lodging Tax Remittance Form).¹

Transient Lodging Intermediary	# Rooms at facility	Amount
Total:*		

*Report on Line 6 of Transient Lodging Tax Remittance Form - if detail is not provided, deduction is not allowable

¹ This is applicable for online travel companies that book and collect payment rooms for your entity. If the online travel company is only facilitating the reservation and you are collecting the room cost, then don't use this line.