

City of Newberg, Oregon
Transient Lodging Tax Filing Form

Please make check payable to: City of Newberg
 PO Box 970
 Newberg, Oregon 97132

Lodging / Listing Name: _____
 Lodging / Listing Address: _____
 Phone Number: _____
 Name of Owner: _____
 No. of Rooms _____

| | <u>Sales Quarter</u> | <u>Due Date</u> |
|--------------------------|----------------------|-----------------|
| <input type="checkbox"/> | Jan - Mar | Apr 15th |
| <input type="checkbox"/> | Apr - Jun | Jul 15th |
| <input type="checkbox"/> | Jul - Sep | Oct 15th |
| <input type="checkbox"/> | Oct - Dec | Jan 15th |

| Allocation Section: | | Late Filing - Penalties | |
|---|-------|---|-------|
| 1 Gross Rent | _____ | 10 Tax Due (Line 9) | _____ |
| Less: Allowable Deduction | _____ | Late Fees | |
| 2 (Refer to NMC 3.10.050 Exemptions) | _____ | 11.a 30 days (10% of line 10) | _____ |
| 3 Less: Rent less than \$10.00/day | _____ | 11.b 60 + days (15% per month of line 10) | _____ |
| 4 Total Allowable deductions | _____ | <i>Example: Line 10 X 15% X number of months past 60 days =</i> | _____ |
| 5 TAXABLE RENTS | _____ | Penalties / Adjustments | |
| 6 Tax (9% of Line 5) - Times | 0.090 | 12 Interest (0.50% per month of line 10) | _____ |
| Subtotal Line 6 | _____ | 13 Adjustments (Shortage/Overage) | _____ |
| 7 TAX DUE (Line 6) | _____ | Sub Total - Late Fees, Penalties and Adjustments | _____ |
| 8 Tax Retained (5% of line 7) | _____ | 14 | _____ |
| 9 Sub Total (line 7 minus 8) | _____ | (Lines 11a, 11b, 12, 13) | _____ |

NET AMOUNT TO REMIT

Line 9 + 14

I declare, under penalty of making a false statement, that to the best of my knowledge, the statement here is true and correct:

 Signature Date

 Daytime Phone Number

- Change of Address:** File and report immediately with the City of Newberg Finance Department.
- Suspended/Disposed Business:** Closing return must be filed immediately with the Finance Department and tax due must be paid. No change of ownership can be recorded until this is completed.
- Checks, Drafts or Money Orders:** In the exact amount of tax due are accepted by the Finance Department only as agent of the taxpayer and do not constitute payment until cleared. The Finance Department assumes no responsibility for loss in transit.
- Remittance:** Avoid Late Fees and Penalty by remitting the proper amount.