

**City of Newberg, Oregon
Room Tax Filing Form**

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

Hotel/Motel Name: _____
 Address: _____
 Phone Number: _____
 Name of Owner: _____
 No. of Rooms _____

Late Fee Dates	
10%	15% + Interest
May 1st	Jun 1st
Aug 1st	Sept 1st
Nov 1st	Dec 1st
Feb 1st	Mar 1st

	Sales Quarter	Due Date
<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:	
1 Gross Rent	_____
Less: Allowable Deduction	_____
2 (Refer to NMC 3.10.050 Exemptions)	_____
3 Less: Rent less than \$10.00/day	_____
4 Total Allowable deductions	_____
5 TAXABLE RENTS	-
6 Tax (9% of Line 5) - Times	0.090
Subtotal Line 6	-
7 TAX DUE (Line 6)	-
8 Tax Retained (5% of line 7)	_____
9 Sub Total (line 7 minus 8)	-

Late Filing - Penalties	
10 Tax Due (Line 9)	-
Late Fees	
11.a 15 days from due date (10% of line 10).	
11.b 45 days from due date (15% of line 10).	
Penalties / Adjustments	
12 Interest begins 45 days from due date at 0.50% per month of line 10.	
13 Adjustments (Shortage/Overage)	
Sub Total - Late Fees, Penalties and Adjustments	-
(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.