



City of Wilsonville

Transient Lodging Tax Quarterly Report

DUE DATE: 15th day of the month after the end of the quarter
 DELINQUENT DATE: Last day of the month after the end of the quarter

Business Name			Customer #
Trade Name (DBA)			FEIN
Address			
City	State	Zip	Phone

<input type="checkbox"/> 1st Quarter	<input type="checkbox"/> 2nd Quarter	<input type="checkbox"/> 3rd Quarter	<input type="checkbox"/> 4th Quarter
Year _____	Year _____	Year _____	Year _____

1. Total Receipts – Enter the total amount of rent collected for the related period.	\$
2. Total Tax Due - Multiply the amount on line 1 by 5% (0.05)	\$
3. Less Operator Administrative Costs - subtract 5% (0.05) from line 2	\$ ()
4. Total of line 2 and 3	\$
5. Penalty – If paying up to 30 days after the due date, multiply line 4 by 10% (0.10)	\$
6. Additional Penalty - Additional late penalty if paying over 30 days after due date, multiply line 4 by an additional 15% (0.15)	\$
7. Interest - Multiply line 4 by $\frac{1}{2}$ of 1% (0.0050) per month the payment first became delinquent past original due date.	\$
8. Total amount due (add lines 4, 5, 6 and 7)	\$

Sign here. You MUST complete all information on this form and SIGN it.	
Under penalties of perjury, I declare that I have examined this return and to the best of my knowledge and belief, it is true, correct and complete.	
Print Name	Date
Signature	
Email	Phone
Title	

For questions contact:

29799 SW Town Center Loop E
 Wilsonville, OR 97070
 Phone: (503) 570-1518
 Email: licenses@wilsonvilleoregon.gov

Make checks payable to: **City of Wilsonville**

Mail Return To:

City of Wilsonville
 Lodging Tax Department
 29799 SW Town Center Loop E.
 Wilsonville, OR 97070

City of Wilsonville Transient Tax Information

The City of Wilsonville has a Lodging Tax rate of 5%. This only applies to lodging establishments within the Clackamas County portion of the City of Wilsonville.

Those taxes are directly remitted to the City of Wilsonville by the various lodging establishments or their respective booking agencies for transient lodgings within the Clackamas County portion of the City of Wilsonville.

A portion of the Transient Lodging Tax collected goes to the Community Tourism Matching Grant program.

The tax dollars are collected under the authority of the City's Transient Lodging Tax Ordinance. Lodging providers are responsible for collecting the tax and may keep 5% of the collections to cover their administrative costs.

City Code:

7.200 Hotel means any structure which is occupied or designed for transient occupancy for 30 days or less. This includes any hotel, inn, tourist home or house, motel, studio hotel, bachelor hotel, lodging house, rooming house, apartment house, public or private dormitory, public or private club, and also means space in a mobile home or trailer parks or similar structure.

7.216 Tax Exemptions - Any person who rents a private home, vacation cabin, or like facility from any owner who rents such facilities incidental to his own use. For purposes of this code section, the City defines incidental as a period of 7 days or less over the course of one calendar year. The 7 days need not be consecutive.

Definitions:

Total Receipts: This amount is to include the total room rent you collected during the month including monthly rentals, government exemptions and rent less than \$15.01 per day. Also included in Gross Cash Receipts are any other items associated with room revenue. Examples include, but are not limited to, pet fees, charges for early check in and/or late check out, cancellation charges, etc. Total Receipts should not include any tax collected or any other items not associated with room revenue. Total Receipts include all room receipts from Online Travel Companies (OTCs).

Rent: Means the consideration charged, whether or not received by the operator, for the occupancy of space in a hotel, valued in money, goods, labor, credits, property or other consideration valued in money, without any deduction. Rent includes Rent Package Plan when the consideration charged for both food and rent where a single rate is made for the total of both. The amount applicable to rent for determination of transient room tax under Sections 7.210 to 7.280 shall be the same charge made for rent when not a part of a package plan.