

OTC/Booking Agent Name & Address:

TRANSIENT LODGING TAX
OTC/Booking Agents Only*
REMITTANCE FORM

Corporate Office:

Washington County Finance Division
 155 N 1st Ave Suite 270 MS 25
 Hillsboro OR 97124
 Phone: (503) 846-4448

***Use this form if you are an OTC (Expedia, Priceline, etc) or a Booking Agent (Airbnb, VRBO)**

Be sure this form is filled in completely and correctly. Penalties and interest are assessed for delinquency.

Period Covered: _____ Date Due: _____

Change of Address must be filed and reported immediately to the Washington County Finance Division.

Intermediary: *Online Travel Company/Booking Agent revenue.*

If Business is Disposed of or Suspended closing return must be filed immediately at the Washington County Finance Division, Suite 270, Public Services Building, and the tax due must be paid. No change of ownership can be recorded until this is done.

Checks, Drafts, Postal Notes and Money Orders in the exact amount of tax due are accepted by the Washington County Finance Division only as agent of the taxpayer and do not constitute payment until cleared. The Washington County Finance Division assumes no responsibility for loss in transit.

Remittance: To avoid penalty be sure proper remittance is enclosed.

**MAKE CHECKS PAYABLE TO:
 WASHINGTON COUNTY**

FOR OFFICE USE ONLY	
Reviewed:	_____
Postmark Date:	_____
Penalty:	_____
Interest:	_____

CALCULATION SECTION

- 1) Gross Rents \$
- Less Allowable Deductions:**
- 2) Rents (Enter on Page 2) \$
- (More than 30 consecutive days PER PERSON)
- 3) Government employees \$
- 4) Total allowable deductions (lines 2 & 3)\$
- 5) Taxable Rents (line 1 minus line 4)\$
- 6) Tax 9% of line 5 (Washington County).....\$
- 7) Collection fee – 5% of line 6 \$
- 8) Total tax due (line 6 less line 7)\$
- 9) Adjustment - for prior shortage or overpayment\$
- (Enter negative amount for an overpayment)
- 10) Total Tax (line 8 plus line 9).....\$

OTC/Booking Agents

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 _____ *Title*

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LISTING By City/County Report for OTC's & Airbnb

Jurisdiction for Distribution		Rents	Gross Rents (net) Less Exempt Rents	9% County Tax On Gross less Exempt	5% Admin Fee Retained by Operator	Net Tax TLT Tax Received
Beaverton	Gross Rents					
	Exempt Rents					
Forest Grove	Gross Rents					
	Exempt Rents					
Hillsboro	Gross Rents					
	Exempt Rents					
King City	Gross Rents					
	Exempt Rents					
Sherwood	Gross Rents					
	Exempt Rents					
Tigard	Gross Rents					
	Exempt Rents					
Tualatin	Gross Rents					
	Exempt Rents					
Wilsonville	Gross Rents					
	Exempt Rents					
County	Gross Rents					
	Exempt Rents					

Totals - Gross Rents:				
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Totals - Exempt Rents:

