

## City of Prineville TRANSIENT LODGING TAX REMITTANCE FORM

**For the Month of:** \_\_\_\_\_

Be sure that this form is filled in completely and correctly. Penalties and interest will be assessed for delinquencies.

<b>1</b>	<b>TOTAL GROSS RENT</b>	\$	
<b>Allowable Deductions</b>			
<b>2</b>	Rent (By Month)	\$	
<b>3</b>	Rent (Less than \$4.00 per day)	\$	
<b>4</b>	Uncollectibles	\$	
<b>5</b>	<b>Total Allowable Deductions (Lines 2, 3 &amp; 4)</b>	<b>\$</b>	
<b>6</b>	Taxable Rents (Line 1 minus Line 5)	\$	
<b>7</b>	TAX AT 8.5% OF LINE 6	\$	
<b>8</b>	Add Excess Tax Collected	\$	
<b>9</b>	<b>Total of Line 7 &amp; 8</b>	<b>\$</b>	
<b>10</b>	Collection Fee (6% Line 9)	\$	
<b>11</b>	Total Tax Due (Line 9 Minus Line 10)	\$	
<b>12</b>	Penalties	\$	
<b>13</b>	Interest	\$	
<b>14</b>	Adjustments for Prior Shortage of Overpayment	\$	\$
<b>15</b>	<b>TOTAL TAX, PENALTY, INTEREST (ADD LINES 11,12,13 AND EITHER ADD OR SUBTRACT LINE 14)</b>		<b>\$</b>

I declare under penalty for making a false statement, that, to the best of my knowledge and belief, the statement herein are true and correct

Business Name:	
Signed:	
Title:	Date:

Change of mailing address must be filed and reported immediately to the Tax Administrator, City of Prineville.

If business is disposed of or suspended, closing return and Certificate of Authority must be filed immediately at City Hall, 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 exact amount of tax due are accepted by the Tax Administrator only as agent of the taxpayer and do not constitute payment until cleared. The Tax Administrator assumes no responsibility for loss in transit.

**REMITTANCE: Avoid penalty, be sure proper remittance is enclosed.**  
**MAKE CHECKS PAYABLE TO: CITY OF PRINEVILLE.\* 387 NE Third St. \* Prineville \* OR**  
**\* 97754**

**THIS REPORT AND PAYMENT IS DUE AND PAYABLE FIFTEEN (15) DAYS AFTER LAST DAY OF THE MONTH IN WHICH TAX IS COLLECTED**