

CITY OF CANBY

PO Box 930

Canby, Oregon 97013

Phone (503) 266-4021

Fax (503) 266-1799

QUARTERLY TRANSIENT ROOM TAX REPORT

LOCATION NAME _____

Business License No. _____

ADDRESS _____

Quarter Covered: _____ - _____
Quarter Begin Date Quarter End Date

CITY/STATE/ZIP CODE _____

***Quarterly Collections must be postmarked on or before the 15th of the month following quarter end.**

Has your contact info changed? (Select) Yes No

***Penalty/Interest will be assessed if not postmarked on or before the 15th of the month following quarter end.**

Please provide new contact info here:

1. Gross Cash Receipts (Net of Bank Credit Card Fee)

Exempt Receipts: A. Monthly Rentals (more than 30 successive calendar days)

B. Rent Less than \$15.00 per day

C. U.S. Government Employees on Official Business

D. Online Travel Company Gross Receipts Reported by the Online Travel Company

2. Total Exempt Receipts (Add lines A through D)

3. Taxable Receipts (Line 1 minus line 2)

4. Total Lodging Tax for this Period (6% of line 3).....

5. Collection Reimbursement (5% of line 4)

6. Total Tax Due for Quarter (Line 4 minus line 5).....

7. Adjustment from Prior Period (Include reason here) _____

8. Total Amount Remitted (Add lines 6 and Add/Sub line 7 when applicable) *Please make checks payable to City of Canby.....

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE STATEMENTS HEREIN ARE CORRECT AND TRUE.

SIGNATURE

DATE

OFFICE USE ONLY

Verified By: _____

Postmark Date: _____

No. Days Late: _____

Penalty Total: _____

Interest Total: _____

TRANSIENT ROOM TAX REPORT AND INSTRUCTIONS

FOR ON TIME REPORTING ONLY

This report is fully electronic and auto-calculates. If you have questions, please contact the City of Canby Finance Department at (503) 266-4021 or at transientroomtax@canbyoregon.gov

Reporting and/or payment is due on or before the 15th (fifteenth) day of the month following the end of the quarter. If you have zero gross cash receipts, your signed report still needs to be filed. Payment postmarked after the 15th of the month is subject to penalties and interest and a separate report for delinquency must be completed.

Line 1 - Gross Cash Receipts. This amount is to include the total room rent you collected during the month including monthly rentals, government exemptions and rent less than \$15.00 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. Gross Cash Receipts should not include any tax collected or any other items not associated with room revenue. Gross Cash Receipts include all room receipts from Online Travel Companies (OTCs).

Exempt Receipts:

Line A – Monthly Rentals. This is the amount of rent you received that is paid on a monthly basis, or transients who have stayed and paid for more than 30 successive calendar days.

Line B – Rent Less than \$15.00. Rents collected that are \$15.00 or less are exempt from Gross Cash Receipts.

Line C – U.S. Government Employees on official business. This is the amount for Federal Government employees, officials or agents ONLY, on official business. Proper verification must be provided by the Federal employee. When submitting your Transient Room Tax quarterly report, the Government Exemption form and a copy of the Federal Government employee's verification must also be included.

Line D – Online Travel Company Gross Receipts. You may deduct OTC receipts for hotel stays if the reservation was booked through and paid directly to the OTC and the OTC has notified you that they are remitting taxes directly to the City of Canby. A breakdown of each OTC's revenue received must be submitted with your Transient Room Tax quarterly report.

Line 2 – Total Exempt Receipts. This is the total amount of Exempt Receipts. Form will calculate and add amounts in lines A, B, C and D and the total will be entered on line 2.

Line 3 – Taxable Receipts. This is the amount of receipts subject to the 6% tax. The form will calculate and subtract line 2 from line 1.

Line 4 – Total Room Tax for this Period. Form will calculate and multiply line 3 by 6%.

Line 5 – Collection Reimbursement. This amount is retained by the operator as a collection reimbursement charge. The form will calculate and multiply line 4 by 5%.

Line 6 – Total Tax Due for Month. The form will calculate and subtract line 5 from line 4.

Line 7 – Adjustment from Prior Period. Any amounts approved by the City of Canby Finance Department will go on this line – this includes amounts under \$10 owing from a previous quarter. A reason must be included on the line provided. Amount must be manually entered.

Line 8 – Total Amount Remitted. This is the total amount due after calculating exemptions, the collection reimbursement and applicable adjustments. The form will calculate and add line 6 and line 7 together.