

Hotels, Intermediaries & Airbnbs
Name & Address:

TRANSIENT LODGING TAX
CITY OF FOREST GROVE Only*

Corporate Office:

REMITTANCE FORM

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

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 with 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.

CALCULATION SECTION

- 1) Gross Rents\$
- Less Allowable Deductions:**
- 2) Rents\$
More than 30 consecutive days PER PERSON
- 3) Rents From Intermediaries\$
(Reported to Hotels)
- 4) Government employees\$
- 5) Total allowable deductions (lines 2, 3, & 4)\$
- 6) Taxable Rents (line 1 minus line 5)\$
- 7) Tax **2.5%** of line 6 (**City of Forest Grove TLT**)....\$
- 8) Collection fee – **5%** of line 7 \$
- 9) Total City Tax due (line 7 less line 8)\$
- 10) Adjustment for prior shortage or overpayment ..\$
(Enter a negative number for an overpayment)
- 11) Total Tax (line 9 plus line10).....\$

MAKE CHECKS PAYABLE TO:
WASHINGTON COUNTY

Forest Grove

FOR OFFICE USE ONLY

Reviewed: _____

Postmark Date: _____

Penalty: _____

Interest: _____

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

***Use this form for City of Forest Grove Transient Lodging Tax Only.**