Transient Lodging Tax Remittance Form
Lodging Provider

(Effective for taxable rents 7/1/2020)

Hotel Name: _____   **Phone:** _____

Location address: _____   **Email:** _____

City, State, Zip: _____   **Period covered:** _____

		Tax Calculation	Amount
1		Total gross monthly receipts from guest room rentals:	
		Less allowable deductions	
	2	Rent (by month):	
	3	Rent less than $15 per day:	
	4	Government agency:	
	5	Uncollectable rents:	
	6	Gross receipts from transient lodging intermediaries that WITHHELD City of Gresham tax for rooms booked (total from page 2):	
7		Total allowable deductions (add lines 2 through 6):	
8		Taxable rents (line 1 less line 7):	
9		Transient room tax (8% of line 8):	
10		Administrative fee (deduct 5% of line 9):	
11		Amount of tax due (line 9 less line 10):	
12		Penalty if not paid by due date (10% of line 11):	
13		Additional delinquent penalties & fees:	
14		Adjustment for prior return (supporting documentation required):	
15		**Total transient lodging tax payment submitted:**	

Number of Rooms at location: _____

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   Date

_____   _____
Printed name   Title

Make checks payable to: CITY OF GRESHAM
Direct inquiries to: City of Gresham, Finance & Management Services Department
Attention: Ann Travers
1333 NW Eastman Parkway
Gresham, OR 97030-3813
503-618-2325 or Ann.Travers@GreshamOregon.gov

City Staff Only							
Tax due:		Received:		Over/short:		Interest due:		Penalties due:	

FINANCE AND MANAGEMENT SERVICES

City of Gresham Transient Lodging Tax
Transient Lodging Intermediaries

Lodging provider: _____

Period covered: _____

Gross receipts from transient lodging intermediaries that WITHHELD City of Gresham tax for rooms booked (as reported on line 6 of the City of Gresham Transient Lodging Tax Remittance Form).[1]

Transient Lodging Intermediary	# Rooms at facility	Amount
Total:*		

*Report on Line 6 of Transient Lodging Tax Remittance Form - if detail is not provided, deduction is not allowable

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[1] This is applicable for online travel companies that book, collect payment, and tax for your entity. If the online travel company is only facilitating the reservation and you are collecting the fees, do not use this line.