

TRANSIENT LODGING TAX RETURN-CONFIDENTIAL

For complete information on Ashland Municipal Code Transient Lodging Tax see AMC 4.24

- >The fields on this form can be completed and the form can be printed, signed and submitted to the office
- >Or, saved and sent electronically via email to utilitybilling@ashland.or.us or by fax (541) 552-2059,
- >Or, printed with blanks and filled in by hand, then submitted with payment.

Please note: You will need to ensure that payment is received by the City of Ashland by the due date if you submit this form

Business Name: _____ **Customer Number:** _____

Owner/Operator: _____

Location(s): _____

Tax computation for the PERIOD ending: (mm/dd/yyyy)	
Due Date	
<i>If Due Date falls on a weekend or holiday the report and payment are due the next City of Ashland business day.</i>	

Tax obligation calculation:

Instructions:

1. Gross rents received for the period	You Input	
2. Exemptions (see Ashland Municipal Code)	You Input	
3. Adjusted gross rents	Calculated	
4. Tax on adjusted gross rents (10% of line 3)	Calculated	
5. Operator administration (5% of line 4)	Calculated	
6. Current tax due (line 4 minus line 5)	Calculated	
7. Tax underpayment - prior period	You Input	
8. Tax overpayment - prior period	You Input	
9. Total amount due (lines 6 and 7, minus line 8)	Calculated	

Please answer the following questions:

1. Total calendar days rooms were available during this period	You Input	
2. Number of rooms/suites in your establishment	You Input	
3. Total rooms/suites available (line 2 multiplied by line 1)	Calculated	
4. Total rooms/suites rented during this period	You Input	

To the best of my knowledge and belief, I declare the information supplied by me herein is correct and true.

Name: _____ **Title:** _____

Signature: _____ **Phone:** _____

Not required if transmitted electronically with email address

Date: _____ **Email:** _____

Returns are due and payable and to be received at City Hall by the last day of the month following the end of each reporting period. Amounts 30 days past due can be turned over to a collection agency and are subject to additional fees.

Utilities Division - Customer Service

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 www.ashland.or.us

