SUMMARY PAGE

TRANSIENT OCCUPANCY TAX RETURN-CONFIDENTIAL

For complete information on Ashland Municipal Code Transient Occupancy (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	

If Due Date falls on a weekend or holiday the report and payment are due the next City of Ashland business day.

Please add line items up from both 9% and 10% returrn forms and insert into fields below

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	***Calculated***	
5. Operator administration *(5% of line 4)*	***Calculated***	
6. **Current tax due *(line 4 minus line 5)***	***Calculated***	
7. Penalties for late payment *(10% of line 6)*	*You Input*	
8. Interest for late payment *(1% of tax per month)*	*You Input*	
9. Tax underpayment - prior period	*You Input*	
10. Tax overpayment - prior period	*You Input*	
11. **Total amount due** *(add lines 6 , 7, 8, and 9, minus line 10)*	***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 25th of the month following the end of each reporting period. Penalties and interest are applicable as of the 26th day of the month following the end of the reporting period. Amounts 30 days past due can be turned over to a collection agency and are subject

Utilities Division - Customer Service
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