

*WALLOWA COUNTY, OREGON  
TRANSIENT LODGING TAX  
101 South River Street Room 103  
Enterprise, Oregon 97828*

Kathy Duncan-Casper                      Jodi Beck  
W.C. Treasurer                              Dept. Specialist  
(541) 426-7753                              (541) 426-7755

**TRANSIENT LODGING TAX  
RETURN FORM**

**ACCOUNT #** \_\_\_\_\_ **BUSINESS NAME** \_\_\_\_\_

**CIRCLE QUARTER & MONTH DUE:**

- 1<sup>ST</sup> QTR            DUE IN APRIL            (January, February, March receipts)
- 2<sup>ND</sup> QTR            DUE IN JULY             (April, May, June receipts)
- 3<sup>RD</sup> QTR            DUE IN OCTOBER        (July, August, September receipts)
- 4<sup>TH</sup> QTR            DUE IN JANUARY        (October, November, December receipts)

**CALCULATION OF TAX RETURN**

If you use an Air B&B or VRBO service, it is your responsibility to pay the 5% Tax

	1. Gross Rent	
	2. Less Rent by the Month    (30 Days)	
	3. Less Federal Agency Rent    (Certificate Attached)	
	4. Taxable Rent	Line 1 Minus Line 2 & 3
	5. Five Percent Co. Tax	5% of Line 4
	6. Excess Tax Collected	
	7. Total Tax	Sum of Lines 5 & 6
	8. Collection Expense (Must be paid timely to receive)	5% of Line 7
	9. Total Tax Due	Line 7 Minus Line 8
	10. Penalty	
	11. Interest	
	12. Adjustment for prior under/over payment    (Please Explain)	
	<b>13. TOTAL DUE WALLOWA COUNTY</b>	<b>Total of Lines 9 Thru 12</b>

**I DECLARE, UNDER PENALTY OF MAKING A FALSE STATEMENT, THAT TO THE BEST OF KNOWLEDGE AND BELIEF, THE FIGURES HEREIN ARE CORRECT AND TRUE.**

**SIGN** \_\_\_\_\_ **DATE** \_\_\_\_\_

Forms/Payment **must be received in The Treasurer's Office** on or before the end of the month, payment is due. Weekends, Holidays, or office closures **DO NOT** change the due date. **PAYMENTS MUST BE IN THE OFFICE THE MONTH THEY ARE DUE.** Postmarks are not accepted. There is a drop slot in the door for your convenience and return forms online at [www.co.wallowa.or.us](http://www.co.wallowa.or.us)

**PLEASE KEEP A COPY FOR YOUR RECORDS**