

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

Kathy Duncan-Casper                      Jodi Beck  
W.C. Treasurer                      Treasurer's Assistant  
(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**