

OTC/Booking Agent Name & Address:

Name: _____
Address: _____
City: _____
ST: _____ ZIP: _____
Account ID: _____

**TRANSIENT LODGING TAX
OTC/Booking Agents Only***

REMITTANCE FORM

Washington County Finance Dept
155 N 1st Ave Suite 270 MS 25
Hillsboro OR 97124
Phone: (503) 846-4448

Corporate Office Info (optional):

***Use this form if you are an OTC (Expedia, Priceline, etc) or a Booking Agent (Airbnb, VRBO)**

Be sure this form is filled in completely and correctly. Ensure you *save* the form before sending. Penalties and interest are assessed for delinquency.

Period Covered: Month: Year: Date Due: _____

Change of Address must be filed and reported immediately to the Washington County Finance Department.

Intermediary: Online Travel Company/Booking Agent revenue.

If Business is Disposed of or Suspended - Please see Washington County Code on this [web page](#).

Email **Remittance** (this completed form) or any questions to: TLT@washingtoncountyor.gov

To make payments click the below link which will redirect to the US Bank Payments Portal:
[US Bank TLT Bill Payments](#)

CALCULATION SECTION

- 1) Gross Rents \$
- Less Allowable Deductions:**
- 2) Rents (Enter on Page 2) \$
(More than 30 consecutive days PER PERSON)
- 3) Government employees \$
- 4) Total allowable deductions (lines 2 & 3)\$
- 5) Taxable Rents (line 1 minus line 4)\$
- 6) Tax 9% of line 5 (Washington County).....\$
- 7) Collection fee – 5% of line 6 \$
- 8) Total tax due (line 6 less line 7)\$
- 9) Adjustment - for prior shortage or overpayment\$
(Enter negative amount for an overpayment)
- 10) Total Tax (line 8 plus line 9).....\$

OTC/Booking Agents

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.

Preparer Contact Info
Prepared By: _____
Phone No: _____
E-mail: _____

Signature *Date:*

Title

***Use this form if you are an OTC (Expedia, Priceline, etc) or a Booking Agent (Airbnb, VRBO).**

LISTING By City/County Report for OTC's & Airbnb

Jurisdiction for Distribution		Rents	Gross Rents (net) Less Exempt Rents	9% County Tax On Gross less Exempt	5% Admin Fee Retained by Operator	Net Tax TLT Tax Received
Banks	Gross Rents					
	Exempt Rents					
Beaverton	Gross Rents					
	Exempt Rents					
Forest Grove	Gross Rents					
	Exempt Rents					
Hillsboro	Gross Rents					
	Exempt Rents					
King City	Gross Rents					
	Exempt Rents					
North Plains	Gross Rents					
	Exempt Rents					
Sherwood	Gross Rents					
	Exempt Rents					
Tigard	Gross Rents					
	Exempt Rents					
Tualatin	Gross Rents					
	Exempt Rents					
Wilsonville	Gross Rents					
	Exempt Rents					
County	Gross Rents					
	Exempt Rents					
Totals - Gross Rents:						
Totals - Exempt Rents:						

