

Property Name & Address:

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

**TRANSIENT LODGING TAX
Washington County 9% 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):

**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\$
More than 30 consecutive days PER PERSON
- 3) Rents From Intermediaries.....\$
(Enter on pages 2-3)
- 4) Government employees.....\$
- 5) Total allowable deductions (lines 2, 3, & 4).....\$
- 6) Taxable Rents (line 1 minus line 5)\$
- 7) Tax **9%** of line 6 (**Washington County**).....\$
- 8) Collection fee – 5% of line 7 \$
- 9) Total tax due (line 7 less line 8).....\$
- 10) Adjustment - for prior shortage or overpayment.....\$
(Enter negative amount for overpayment)
- 11) Total Tax (line 9 plus line10)\$

Washington County

Preparer Contact Info

Prepared By: _____
Phone Number: _____
E-mail: _____

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.

Signature Title

*** Use this form for Washington County Transient Lodging Tax Only**

Name: _____

Account ID: _____

Rents from Intermediaries (OTC's)

Identify all transactions with transient lodging intermediaries for this period. A transient lodging provider is one who facilitates the retail sale and charges for the occupancy of transient lodging. Transient lodging intermediaries include, other than but are not limited to, online travel companies, travel agents, and tour outfitter companies. Only include the amount that you actually received from each intermediary; you do not need to determine the retail price charged to customers.

Do not Include:

- Transactions for which you collected the tax directly from the customer; or
- Transactions for which you received the tax from intermediaries.

Attach this schedule to your return that you submit to us. Use Page 3 if needed.

Rents received from Intermediaries	Gross Rents
------------------------------------	-------------

OTC Name: _____
Address: _____
City: _____ ST: _____ Zip: _____

OTC Name: _____
Address: _____
City: _____ ST: _____ Zip: _____

OTC Name: _____
Address: _____
City: _____ ST: _____ Zip: _____

OTC Name: _____
Address: _____
City: _____ ST: _____ Zip: _____

OTC Name: _____
Address: _____
City: _____ ST: _____ Zip: _____

OTC Name: _____
Address: _____
City: _____ ST: _____ Zip: _____

OTC Name: _____
Address: _____
City: _____ ST: _____ Zip: _____

OTC Name: _____
Address: _____
City: _____ ST: _____ Zip: _____

Grand Total Page 2 _____

Name: _____

Account ID: _____

Rents received from Intermediaries

Gross Rents

OTC Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

OTC Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

OTC Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

OTC Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

OTC Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

OTC Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

OTC Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

OTC Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

OTC Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

Total Page 3 _____

Grand Total Pages 2 & 3 _____