



City of Carlton
Quarterly Transient Room Tax Fee
Information and Remittance Return

LODGING FACILITY OPERATORS: Please complete one form per quarter to fulfill your Transient Room Fee reporting requirements pursuant to City of Carlton Chapter 3.16 of the Carlton Municipal Code. Specific details on individual establishments will be held confidential as required by law. To avoid penalty, be sure proper remittance is enclosed. The remittance and this form must be received by the City of Carlton, 191 E. Main Street, Carlton, OR 97111 by the 15th day of the month for the preceding quarter being reported. Delinquency (penalties and interest) occurs after the 15th day of the quarter being reported.

Payment Due Date

First Quarter:	January 1 st – March 30 th	April 15 th
Second Quarter:	April 1 st – June 30 th	July 15 th
Third Quarter:	July 1 st – September 30 th	October 15 th
Fourth Quarter:	October 1 st – December 31 st	January 15 th

Report for Quarter of: _____
 Name of Establishment: _____
 Address: _____
 Owner: _____
 Phone Number: _____
 Contact Person: _____

- 1. Gross Rent: \$ _____
- LESS: ALLOWABLE DEDUCTIONS:**
- 2. Rent (by Quarter) \$ _____
- 3. Rent less than \$10 per day \$ _____
- 4. Total Allowable Deductions (Lines 2 and 3) \$ _____
- 5. Taxable Rents (Line 1 Minus Line 4) \$ _____
- 6. TOTAL TAX (7% of Line 5) \$ _____
- 7. Retain 5% of Line 6 (Collection Fee) \$ _____
- 8. Net Due City (Line 6 Minus Line 7) \$ _____
- 9. Penalty \$ _____
- 10. Interest \$ _____
- 11. Adjustments for Prior Shortage (or Overpayment) (Attach Explanation) \$ _____
- 12. TOTAL TAX, PENALTY AND INTEREST \$ _____
 (Line 8 plus Lines 9, 10)
 (Subtract Line 11 if Overpayment)

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.

Signed: _____ Date: _____

Name of Establishment: _____

IMPORTANT: Change of address must be filed and reported immediately to the Finance Director. If business is disposed of or suspended, closing return must be filed immediately with the City of Carlton Finance Director, 191 E. Main Street, Carlton, OR 97111, and the tax due must be paid. No change of ownership can be recorded until this is done. Checks, drafts, postal notes and money orders in the exact amount of tax due are accepted by the City only as agents of the taxpayer and do not constitute payment until cleared. The City assumes no responsibility of loss in transit. **Make checks payable to the City of Carlton.**