



March 3, 2022

City of Carlton Transient taxpayer,

The City of Carlton has completed an agreement with the State of Oregon Department of Revenue to collect transient tax monies on behalf of the City. Starting with your First Quarter transient tax payment for 2022, which is due April 30th, 2022, you will file your payment, and complete the Department of Revenue's worksheet for all transient tax collected for that quarter. Please see the enclosure for instructions on using the Department of Revenue's collection system. You can also access these details on their website:

[https://www.oregon.gov/dor/programs/businesses/lodging_admin/Pages/lodging_administrati
on.aspx](https://www.oregon.gov/dor/programs/businesses/lodging_admin/Pages/lodging_administrati
on.aspx).

Transient tax will no longer be collected or accepted by the city. All payments must be made through the Department of Revenue. They will also be enforcing delinquent tax with penalties and interest. Please see the enclosure for complete details and contact information.

If you choose to discontinue using your property as a short-term rental any time while you own the property, please email Aimee Amerson at aamerson@ci.carlton.or.us for notification. We will update our records as well as notify the Department of Revenue.

Thank you for your understanding in this matter.

Kind regards,

Aimee Amerson
Planning/Administrative Manager
City of Carlton
aamerson@ci.carlton.or.us
503-852-7575

Enclosures: Oregon Lodging tax instructions