



City of Wilsonville

Transient Lodging Tax Quarterly Report

DUE DATE: 15th day of the month after the end of the quarter
 DELINQUENT DATE: Last day of the month after the end of the quarter

Business Name			Customer #
Trade Name (DBA)			FEIN
Address			
City	State	Zip	Phone

<input type="checkbox"/> 1st Quarter	<input type="checkbox"/> 2nd Quarter	<input type="checkbox"/> 3rd Quarter	<input type="checkbox"/> 4th Quarter
Year _____	Year _____	Year _____	Year _____

1. Total Receipts - Enter the total amount of tax collected for the related period.	\$
2. Total Tax Due - Multiply the amount on line 1 by 5% (0.05)	\$
3. Less Operator Administrative Costs - subtract 5% (0.05) from line 2	\$ ()
4. Total of line 2 and 3	\$
5. Penalty - If paying up to 30 days after the due date, multiply line 4 by 10% (0.10)	\$
6. Additional Penalty - Additional late penalty if paying over 30 days after due date, multiply line 4 by an additional 15% (0.15)	\$
7. Interest - Multiply line 4 by $\frac{1}{2}$ of 1% (0.0050) per month the payment first became delinquent past original due date.	\$
8. Total amount due (add lines 4, 5, 6 and 7)	\$

Sign here. You MUST complete all information on this form and SIGN it.	
Under penalties of perjury, I declare that I have examined this return and to the best of my knowledge and belief, it is true, correct and complete.	
Print Name	Date
Signature	
Email	Phone
Title	

For questions contact: Shelly Marcotte

29799 SW Town Center Loop E.
 Wilsonville, OR 97070
 Phone: (503) 570-1586
 Email: marcotte@ci.wilsonville.or.us
 Fax: (503) 682-1015

Make checks payable to: **City of Wilsonville**

Mail Return To:
 City of Wilsonville
 Lodging Tax Department
 29799 SW Town Center Loop E.
 Wilsonville, OR 97070