

June 3,2024

TO: All Milton-Freewater Transient Lodging Businesses
FROM: Laurie Bubar, Finance Director Transient Tax
Administrator

City Ord. #997 regarding Transient Lodging Tax, was passed in April 8, 2024. For ease in calculation and tracking – the new 9% rate should be calculated on rent beginning on July 1, 2024

Enclosed is your NEW quarterly Transient Room Tax Reporting Form and Instructions.

INSTRUCTIONS:

- 1) **Gross Rent:** Total dollar amount charged for each room rented during specified period. Also note the number of available room nights (number of rooms/spaces available times the number of days in this period) and the number of room/space nights rented.
- 2) **Allowable Deductions:** If a single tenant(s) rents one room/space for 31 continuous nights – you may deduct the amount of that tenant’s rent over the initial/first 30 days. (Day 31 and above. The initial/first 30 days should NOT be deducted.)
- 3) **Taxable Rent:** Subtract any amount on line 2 from line 1 and enter the results here.
- 4) **Tax 9% of line 3:** Multiply the dollar amount on line 3 by .09. Enter the results here.
 - a) **DEDUCT – Collection Reimbursement Charge:** Multiply the amount on line 4 by .05. Enter the result here.
- 5) **TOTAL TAX DUE:** Subtract the amount on line 4a from the amount on line 4. Enter the result here.
- 6) **Penalty** on total tax due at 10%. If your tax has not been received by the City prior to the last day of the month due – multiply the amount on line 5 by .10 and enter the result here.
- 7) **Penalty** on total tax due at 15%. If a 30 day (maximum) extension is granted by City and tax is still not received by the City 30 days after the first delinquent date, multiply the amount on line 5 by .15 and enter the result here.
- 8) **Interest** of .5% (half of one percent) of line 5 per month – for each 30 days thereafter, multiply the amount on line 5 by .005 and enter the results here.
- 9) **TOTAL TAX, PENALTY AND INTEREST:** Add lines 5, 6, 7, 8 and enter the result here.

SIGN and DATE the form

MAIL PAYMENT WITH THE REPORTING FORM TO:

City of Milton-Freewater
PO BOX 6
Milton-Freewater, OR 97862

If you have any questions, please call Laurie Bubar, Transient Tax Administrator at
541-938-8229; Monday – Friday 7:00 a.m. – 4:00 p.m.