

**ACCOUNTING PERIOD AND DUE DATE** – The accounting period covered and the due date of each return will be as follows:

Period Ending: 3/31	Due Date: 04/15
Period Ending: 6/31	Due Date: 07/15
Period Ending: 9/30	Due Date: 10/15
Period Ending: 12/31	Due Date: 01/15

The due date is the 15<sup>th</sup> of the month and payments are delinquent on the 20<sup>th</sup> day of the month following the close of the accounting period.

**COMPUTATION** – To simplify the preparation of the return, Lines 1 through 12 are to be completed in consecutive order.

**Line 1 - Total** gross rent receipts from the business must be reported. This must include all rents, both taxable and non-taxable.

**Line 2a- Monthly** rental receipts. This includes rent more readily classified as apartment rental.

**Line 2b-** Government Exemption. Federal government employees traveling on federal business.

**Line 2c- OTC Revenues.** Gross receipts from transient lodging intermediaries: (complete Schedule) Enter gross receipts from transactions with transient lodging intermediaries.

**Do not include:**

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

**Line 2d- Other** rent exemptions.

**Line 3 - Total** non-taxable rent. Total of line 2a through 2d.

**Line 4 - Taxable** rents. Line 1 minus Line 3.

**Line 5 - Room Tax.** Multiply Line 4 by the ten percent (10%) room tax.

**Line 6 - Excess Tax.** If the actual tax collected exceeds Line 5 enter the difference here.

**Line 7 - Total Tax Collected.** Total of line 5 & 6.

**Line 8 - Collection Fee.** Each business should **deduct** from the room tax collected 5% of the tax as compensation for their services. Multiply line 7 by five percent (5%).

**Line 9-** Total Tax Due. Line 7 **minus** Line 8.

**Penalties** – Failure to file the return and pay the tax prior to delinquency subjects the operator to a penalty of ten percent (10%) of the tax. The ordinance provides that unpaid taxes, interest, penalties and collection costs shall constitute a lien prior to all other claims on all tangible personal property used in the business of an operator within the City of Seaside. Continual delinquency shall result in a fifteen percent (15%) additional penalty. Non-payment due to fraud shall result in a twenty-five (25%) additional penalty and possible seizure and sale of property.

**Interest** – In addition to the penalties imposed, any operator who fails to remit any tax shall pay interest at the rate of One percent (1%) per month, or fraction thereof, from the date on which the remittance first becomes delinquent until paid.

**How to File** – Returns and remittances shall be made to:

**CITY OF SEASIDE, 989 BROADWAY, SEASIDE, OR 97138.**

**Phone: 503-738-5511 Fax: 503-738-5514**

Mailed returns and remittances must be postmarked on or before the 15<sup>th</sup> day of the month following the close of the accounting period.