

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 15th of the month and payments are delinquent on the 20th 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 eight percent (8%) 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 15th day of the month following the close of the accounting period.