

CITY OF SEASIDE TRANSIENT ROOM TAX RETURN

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.

ADDRESS – Please enter the Vacation Rental Dwelling address in the space provided to insure proper credit.

COMPUTATION – To simplify the preparation of the return, Lines 1 through 10 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 2 - Monthly rental receipts. This includes rent more readily classified as apartment rental. Some establishments may be renting to permanent renters, this is non-taxable rent.

Line 3 - Other rent exemptions. Some governmental agencies may be exempt from the City of Seaside room tax. (i.e. Federal employees acting in a official capacity). If you have questions concerning someone's exempt status, please contact the Finance Department.

Line 4 - Total non-taxable rent. Total of line 2 and 3.

Line 5 - Taxable rents. Line 1 minus Line 4.

Line 6 - Room Tax. Multiply Line 5 by the eight percent (8%) room tax.

Line 7 - Excess Tax. If the actual tax collected exceeds Line 6 enter the difference here.

Line 8 - Total Tax Collected. Total of line 6 & 7.

Line 9 - Collection Fee. Each business should **deduct** from the room tax collected 5% of the tax as compensation for their services. Multiply Line 8 by five percent (5%).

Line 10- Total Tax Due. Line 8 **minus** Line 9.

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
Email: jmcculloch@cityofseaside.us**