

****CONFIDENTIAL****
City of St. Helens
Monthly Transient Room Fee
Information and Remittance Return

LODGING FACILITY OPERATORS: Please complete one form per month to fulfill your Transient Room Fee reporting requirements pursuant to City of St. Helens Ordinance No. 3225. Specific details on individual establishments will be held confidential as required by law. To avoid penalty, be sure proper remittance is enclosed. The remittance and this form must be received by the City of St. Helens, 265 Strand, St. Helens, OR 97051 by the 15th day after the end of the month being reported. Delinquency (penalties and interest) occurs after the 15th day of the month being reported.

Report for Month of: _____
Name of Establishment: _____
Phone Number: _____
Contact Person: _____

Type of Facility (Circle One): Hotel Motel Bed & Breakfast Campground/RV Park Educational/Public Nonprofit

CALCULATION SECTION

- | | | |
|-----|--|----------|
| 1. | Gross Rent | \$ _____ |
| | LESS: ALLOWABLE DEDUCTIONS: | |
| 2. | Rent (by Month) | \$ _____ |
| 3. | Rent less than \$5 per day | \$ _____ |
| 4. | Rent for Federal Government
Employees on Government Business | \$ _____ |
| 5. | Total Allowable Deductions (Lines 2, 3, 4) | \$ _____ |
| 6. | Taxable Rents (Line 1 Minus Line 5) | \$ _____ |
| 7. | TOTAL TAX (10% of Line 6) | \$ _____ |
| 8. | Retain 5% of Line 6 (Administration Fee) | \$ _____ |
| 9. | Line 7 Minus Line 8 = Net Due City Before Adjustments | \$ _____ |
| 10. | Penalty (Line 9 x 2.10) | \$ _____ |
| 11. | Interest - Line 9 x .0002740 Daily After the 15th
(10% per Annum) | \$ _____ |
| 12. | Adjustments for Prior Shortage (or Overpayment)
(Attach Explanation) | \$ _____ |
| 13. | TOTAL TAX, PENALTY AND INTEREST
(Line 9 plus Lines 10, 11, 12)
(Subtract Line 12 if Overpayment) | \$ _____ |

I DECLARE, UNDER PENALTY OF MAKING A FALSE STATEMENT, THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE STATEMENTS HEREIN ARE CORRECT AND TRUE.

SIGNED _____ DATE _____

NAME OF MOTEL _____

IMPORTANT: Change of address must be filed and reported immediately to the Finance Department. If business is disposed of or suspended, closing return must be filed immediately with the City of St. Helens Finance Department, City Hall, 265 Strand, St. Helens, OR 97051, and the tax due must be paid. No change of ownership can be recorded until this is done. Checks, drafts, postal notes and money orders in the exact amount of tax due are accepted by the City only as agents of the taxpayer and do not constitute payment until cleared. The City assumes no responsibility of loss in transit. **Make checks payable to the City of St. Helens.**