

Room Tax Manual

This document outlines how Room Tax remitters will utilize the Online Permit Center Portal to register and remit taxes.

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Where to Start

1. Am I required to re-register? To ensure we have the most accurate information and your preferred contact information in our new system, we are asking all operators of short term rentals to re-register. Please see our frequently asked questions at <http://www.bendoregon.gov/roomtax> for more information on the Room Tax program, including requirements for remitting taxes.
2. Create an Online Permit Center Portal account.
 - a. [Click here for a video](#) on how to register for an Online Permit Center Portal Account.
 - b. [Click here for a document](#) on how to register for an Online Permit Center Portal Account.
3. I am an owner/manager of a short term rental. Start with [Lodging Operator for Room Tax Remittance](#) for each property you own/manage. If you do not yet have a Short Term Rental license, review the requirements [here](#). These types of properties include:
 - a. Bed & Breakfast
 - b. Boarding House
 - c. Hotel or motel
 - d. House
 - e. RV park
 - f. Townhouse/Condo
4. I am a third party online retailer (e.g. Airbnb, Expedia, etc). Start with [Lodging Intermediary for Room Tax Remittance](#).



REGISTRATION

Lodging Operator for Room Tax Remittance

Before you begin, you'll need to sign in to your Portal account. From the Online Permit Center Portal home page, click Sign In.

City Directory | News | Jobs | Pay Online | Council Meetings | Search... **GO**

CITY OF BEND

SERVICES COMMUNITY BUSINESS **GOVERNMENT** VISITOR CITY PROJECTS

+ City Council
+ Departments
+ Citizen Committees

CONTACT

Community Development Department
(541) 388-5580
permitcenter@bendoregon.gov

Online Permit Center Portal

Font Size: **A** **B** **C** **D** **E** **F** **G** **H** **I** **J** **K** **L** **M** **N** **O** **P** **Q** **R** **S** **T** **U** **V** **W** **X** **Y** **Z** **Print**

[Sign In](#) [Register](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Welcome to the City of Bend's Online Permit Center Portal.

First step: Be sure to complete Registration for a user account, and then choose a service area below to get started. Resources are available to help you through the process at the Portal Help link above.

Returning Users with a Portal Account: Sign in to your Portal Account. Then click on the 'My Items' link above to check the status of your applications or inspections, respond to corrections, and upload new items.

Need help getting started? Check out our Portal Help link above for how-to guides, frequently asked questions (FAQs), and other resources. You can always receive in-person help by calling 541-388-5580 or visiting the Permit Center at City Hall during [business hours](#).

Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Permit Center at permitcenter@bendoregon.gov or 541-388-5580, Relay Users Dial 7-1-1.

Code Enforcement
[Submit a New Complaint](#)
[Case Search](#)

Building, Permanent Signs & SDC Estimates
[Apply](#)
[Application Search](#)
[Upload Submittals to Existing Application](#)
[Application](#)



Enter your credentials and click Login. If you do not currently have a Portal account, [click here for a video](#) on how to register for an Online Permit Center Portal Account. [Click here for a document](#) on how to register for an Online Permit Center Portal Account.

Online Permit Center Portal

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Welcome to the City of Bend's Online Permit Center Portal

With an account you will be able to do more with the Online Permit Center Portal. Register an account to submit new applications, access application tracking, request inspections and make payments online.

— **▼ Login** —

Email Address:*

Password:*

[Forgot your password?](#)

Login

— **▼ Create an Account** —

If you do not have an account, please click on [Create Account](#) to create one.



On the Portal Home page under Business Registration, Licensing & Temporary Signs, click Apply. To ensure we have the most accurate information and your preferred contact information in our new system, we are asking all operators of short term rentals to re-register.

Online Permit Center Portal

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[Case Search](#)

Building, Permanent Signs & SDC Estimates



[Apply](#)
[Request an Inspection](#)
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[Upload Submittals to Existing Application](#)

Engineering & Agreements



[Apply](#)
[Request an Inspection](#)
[Application Search](#)
[Upload Submittals to Existing Application](#)

Special Event, Noise Variance or Fire Request



[Apply](#)
[Request an Inspection](#)
[Application Search](#)
[Upload Submittals to Existing Application](#)

Planning & Historic



[Apply](#)
[Application Search](#)
[Upload Submittals to Existing Application](#)

Business Registration, Licensing & Temporary Signs



[Apply](#)
[Business Search](#)
[Upload Submittals to Existing Application](#)
[Submit Excise Tax](#)
[Renew a Registration or License](#)



Enter your business name and select Specialty Licenses and Program from the dropdown list. If you don't have a specific business name for your rental, you can enter your rental address.

Online Permit Center Portal

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Step 1: Business Name

Step 2: Classifications

Step 3: Classification Details

Step 4: Owner

Step 5: Contact Information

Step 6: Additional Contacts

Step 7: Location

Step 8: Upload Files

Step 9: Review & Submit

Step 10: Submitted

Business License Application - Basic Information

Required information is indicated with an asterisk (*).

The application is not submitted until all information is collected and you press the "Submit Application" button on the Summary Tab. If you exit the process any time before then, there will be no record of the application in the system.

— **Description of Business** —

Business Name: * Limit 100 characters

Choose the Licensing type: *

Please describe what your business does: *

Business Registration

Specialty Licenses and Program

CancelNext Step: Classifications



Enter a description of the business and click Next Step: Classifications. You may also enter other information in the Specialty License Details and Emergency Contact sections as necessary.

Online Permit Center Portal

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Business License Application - Basic Information

Required information is indicated with an asterisk (*).

The application is not submitted until all information is collected and you press the "Submit Application" button on the Summary Tab. If you exit the process any time before then, there will be no record of the application in the system.

— ▾ **Description of Business** —

Business Name: *
Limit 100 characters

Choose the Licensing type: *

Please describe what your business does: *
Limit 4000 characters

▾ **Specialty License Details**

Doing Business As:

Are you applying for?:

▾ **Emergency Contact**

Emergency Contact (Name, Email, Phone, Mailing Address, City, State, Zip):

Cancel Next Step: Classifications



Select Lodging Operator for Room Tax Remittance and click Next Step: Classification Details.

Online Permit Center Portal

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Step 6: Additional Contacts Step 7: Location Step 8: Upload Files Step 9: Review & Submit Step 10: Submitted

Business License Application - Classifications

Required information is indicated with an asterisk (*).

▼ Please select one or more classifications that apply to your business

Search for classifications

- Land Development Sign Registration
- Lodging Intermediary for Room Tax Remittance
- Lodging Operator for Room Tax Remittance
- Marijuana Business - Processor
- Marijuana Business - Producer
- Marijuana Business - Retail
- Marijuana Business - Testing
- Marijuana Business - Wholesale

Previous Step: Business Name **Next Step: Classification Details**



Select the appropriate Type of Business from the dropdown list. Then click Next Step: Owner.

Online Permit Center Portal

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Step 6: Additional Contacts Step 7: Location Step 8: Upload Files Step 9: Review & Submit Step 10: Submitted

Business License Application - Classification Details

— **▼ Lodging Operator for Room Tax Remittance**

Type of Business:

Previous Step: Classifications

B&B

Boarding House

Hotel/Motel

House

RV Park

Townhouse/Condo



Select Use my name and address or search the address book for the business owner. As you start typing the name, several options will appear. Select from the correct name and address.

Online Permit Center Portal

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Business License Application - Business Owner

Required information is indicated with an asterisk (*).

Use this page to indicate the Business Owner or Responsible Party, as applicable. Contacts on an application will be able to view and pay fees, renew a license, and see additional status details.

Use my name and address

[redacted]
Bend OR 97703

Primary: [redacted]

Search the address book

Search for a person:

Begin typing a name and/or address above and we will search the address book for a matching contact. If the correct name and address appears, please select it from the list.

[Previous Step: Classification Details](#) [Next Step: Contact Information](#)



Enter contact information by copying from the Business Owner, searching for a person, or entering the contact information in the bottom section. Click Next Step: Additional Contacts.

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Business License Application - Contact Information

Required information is indicated with an asterisk (*).

Please enter the mailing address and contact numbers for your business. Correspondence with your business will be sent here.

Copy from the Business Owner

-OR-

Search for a person:

Begin typing a name and/or address above and we will search the address book for a matching contact. If the correct name and address appears, please select it from the list.

▼ Mailing Address and Contact Numbers

Preferred Contact Method:*

Street Address:*

Address Extra Line 1:

Address Extra Line 2:

City/State/Zip:*

Email Address:*

Contact Number(s): Type* Contact Number* Ext.

(*Please note: at least one contact number is required)

Previous Step: Owner | Next Step: Additional Contacts



In this section, enter additional contacts as necessary (e.g. Property Management Company) and click Next Step: Location.

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Business License Application - Additional Contacts

Type	Contact
Business Owner / Responsible Party	<div style="background-color: #ccc; height: 20px; width: 100%;"></div>

[Add Business From Address Book](#)

Use this page to indicate the Business Owner or Responsible Party, as applicable. Contacts on an application will be able to view and pay fees, renew a license, and see additional status details.

Previous Step: Contact InformationNext Step: Location



Start typing the address in the Search for address box and select your address from the list that appears.

Online Permit Center Portal

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Step 8:
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Step 9:
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Step 10:
Submitted

Business License Application - Location of Business

Enter the address for your business's physical location in the City of Bend.

Business Registration: If you do not have a physical location within City limits, go back to Step 1 of this application and respond Yes to "Doing Business in Bend with no physical address?!"

All other applications: Enter the location for the subject property in the City of Bend by using the Search or Map tools below. To select more than one location, click 'Add Another Location'.

Note: If the location is not found using those tools, please select 'Can't find address?' and enter the street address or tax lot number (e.g. 171232CA05700). City staff will review and confirm the property location during application review.

[Find location in Map](#)

Search for address:

710 NW WALL ST, Bend, OR 97703

1710 NW FIELDS ST, Bend, OR 97703

1710 NW GALVESTON AVE, Bend, OR 97703

1710 NW PORTLAND AVE, Bend, OR 97703

1710 NW STEIDL RD, Bend, OR 97703

2710 NW RIPPLING RIVER CT, Bend, OR 97703

710 NW WALL ST, Unit:C PRJ, Bend, OR 97703

710 NW WALL ST, Unit:S FVN, Bend, OR 97703

The location you have selected:

Add Another Location



The location you have selected will be populated. Click Next Step: Upload Files.

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Step 6: Additional Contacts

Step 7: Location

Step 8: Upload Files

Step 9: Review & Submit

Step 10: Submitted

Business License Application - Location of Business

Enter the address for your business's physical location in the City of Bend.

Business Registration: If you do not have a physical location within City limits, go back to Step 1 of this application and respond Yes to "Doing Business in Bend with no physical address?."

All other applications: Enter the location for the subject property in the City of Bend by using the Search or Map tools below. To select more than one location, click 'Add Another Location'.

Note: If the location is not found using those tools, please select 'Can't find address?' and enter the street address or tax lot number (e.g. 171232CA05700). City staff will review and confirm the property location during application review.

[Find location in Map](#)

Search for address:

Begin typing a street address or Tax Lot Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

[Find Locations Near Me](#)

[Can't find address?](#)

The location you have selected:

[Add Another Location](#)

[Previous Step: Additional Contacts](#) | [Next Step: Upload Files](#)



There are no submittal requirements for this license, so scroll to the bottom of the page and click Next Step: Review & Submit.

Online Permit Center Portal

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Welcome John Q Public
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Business License Application - Upload Documents

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

▼ **Guidelines For Electronically Submitting Documents:**

▼ **Current submittal**

Submittal #1) License Application Submittal (11/06/2020) [Print Requirement Items](#)

Type	Status	Date Verified
There are no required submittal items.		

▼ **Upload Additional Documents**

Select any documents you wish to provide:

Provide a short description of this set of documents:

Previous Step: Location
Next Step: Review & Submit



At the Reminder, click Ok, as there are no submittal requirements for this type of license.

▼ Current Submittal

Submittal #1) License Application Submittal (09/04/2020) [Print Requirement Items](#)

Type	Status	Date Verified
There are no required submittal items.		

Reminder

We strongly encourage customers to upload all required submittal documents at the time of application. If you are unprepared to upload all required submittal items at this time, you may still submit the application, however, reviews will not begin until an application is deemed complete and initial application fees are paid.

Ok

[Previous Step: Location](#) [Next Step: Review & Submit](#)



Review the appropriate license information and scroll down to the rest of the page.

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Step 7: Location

Step 8: Upload Files

Step 9: Review & Submit

Step 10: Submitted

Business License Application - Review & Submit

Please review the information below and if it is correct, press the submit application button to submit your application.

— ▾ Business Information —

Business Name: My Vacation Rental
License Type: Specialty Licenses and Program
Contacts: Business Owner / Responsible Party
, Address: 710 NW WALL ST, Bend, OR, 97703,
Phone:

Locations: Address
710 NW WALL ST, Bend, OR 97703

Property
171232CA05700

Purpose/Description of Business: short term rental house
Classifications: Lodging Operator for Room Tax Remittance

— ▾ Specialty License Details —

Doing Business As:
Are you applying for?:

— ▾ Emergency Contact —

Emergency Contact (Name, Email, Phone, Mailing Address, City, State, Zip):

— ▾ Additional Classification Details —



Check the box to acknowledge your understanding of the requirements, and enter the capsha code. Click refresh to receive a different capsha code, if the one you have isn't readable. Click Submit Application.

▼ Lodging Operator for Room Tax Remittance:
Type of Business: House

▼ Mailing Address

Preferred Contact Method: Email
Street Address: 710 NW WALL ST
Address Extra Line 1:
Address Extra Line 2:
City/State/Zip Bend
OREGON
97703

Email Address:
Contact Numbers: Primary:

I acknowledge I have authority to submit this application, and affirm all the information provided is current and accurate. I agree to comply with all applicable City standards, regulations, and requirements, and understand that the granting of any a permit, license, or other approval does not negate or supersede the requirement to comply with applicable standards, regulations, and requirements. Finally, I understand that a permit, license, or other approval may be subject to revocation for non-compliance with any applicable standard, regulation, or requirement, or any inaccuracies or omissions related to this application or other submitted materials.

I Agree: *

Type the characters you see in the image below to continue.

 Refresh

Previous Step: Upload Files | **Submit Application** | Cancel Application



Your application has been submitted. Take note of the application number in red. This is your Room Tax Remittance number, also referred to in the system as License Number.

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Business License Application - Submitted

Application Number: **LCSL202000295**

Print This Page

Thank you for your application. Please note that your application will not be processed until the application fee has been paid. For business registrations with a verified physical location, your registration will be completed upon payment. For business registrations requiring address verification and all other license applications, once your application fees are paid, you can expect your application to be reviewed for completeness within 3 business days.

— **Business Information** —

Business Name: My Vacation Rental

License Type: Specialty Licenses and Program

Contacts: Business Owner / Responsible Party
 , Address: 710 NW WALL ST, Bend, OR, 97703,
 Phone:

Emergency Contact
 , Address: 710 NW WALL ST, Bend, OR, 97703,
 Phone:

Locations: Address
 710 NW WALL ST, Bend, OR 97703

Property
 171232CA05700

Purpose/Description of Business: short term rental house

Classifications: Lodging Operator for Room Tax Remittance

— **Specialty License Details** —

Doing Business As:

Are you applying for?



Monitor the application status by clicking My Items and select the dropdown next to My Business Registration, Licensing & Temporary Sign Applications.

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My Items

This page lists all the applications and other items in which you are a contact.

[Expand All / Collapse All](#)

- ▾ [My Business Registration, Licensing & Temporary Sign Applications](#)
- ▾ [My Code Enforcement Complaints](#)
- ▾ [My Contractor Registration Applications](#)

Look for the application number referenced in red above. Click the link to open the license.

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My Items

This page lists all the applications and other items in which you are a contact.

[Expand All / Collapse All](#)

- ▾ [My Business Registration, Licensing & Temporary Sign Applications](#)

Show Active ▾

Reference Number †	Name †	Address †	Status †	Date Created
LCSL202000295	My Vacation Rental	710 NW WALL ST, Bend, OR 97703	New	09/04/2020



The Status is listed under Issuances. Once the application is approved, the status will change to Issued.

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License Application Status

You will only be able to view fees if you are a contact on the Licensing application.

[Expand All / Collapse All](#)

Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

— **▼ License Application Summary** —

[Edit License Details](#)

Application Number: LCSL202000295

Business Name: My Vacation Rental

License Type: Specialty Licenses and Program

Application Status: New

Description of Business: short term rental house

Mailing Address: 710 NW WALL ST
Bend OR 97703
United States

Contact Numbers: Primary:

— **▼ Locations** —

Locations: Address
[710 NW WALL ST, Bend, OR 97703](#)

Property
[171232CA05700](#)

— **▼ Contacts** —

Business Owner / Responsible Address: 710 NW WALL ST, Bend, OR, 97703,
Party: Phone:

Emergency Contact: Address: 710 NW WALL ST, Bend, OR, 97703,
Phone:

— **▼ Issuances** —

Type	Date Issued	Date Expires	Status	Number
Lodging Operator			Pending	RTLO202005210

— **▼ Submittals** —



Approved Certificate for Owners and Operators

When your certificate has been approved and generated, login into the Permit Center Portal and click My Items, then click the dropdown for My Business Registration, Licensing & Temporary Sign Applications. The Status will now say “Active” and a new button to submit monthly taxes is available. Click the red link to open your license.

Online Permit Center Portal

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My Items

This page lists all the applications and other items in which you are a contact.

[Expand All / Collapse All](#)

- ▾ My Business Registration, Licensing & Temporary Sign Applications

Show Active ▾

Reference Number *	Name *	Address *	Status *	Date Created
LCSL202000295	My Vacation Rental	710 NW WALL ST, Bend, OR 97703	Active	09/04/2020
Submit Excise Tax				



The status will be "Issued." Scroll down to the bottom of the page under Documents & Images and click Certificate of Authority to download your certificate.

▼ Issuances

Type	Date Issued	Date Expires	Status	Number
Lodging Operator	10/09/2020		Issued	RTLO202006512

▼ Submittals

Name	Type	Status
2 Licensing Change of Information 10/09/2020	Licensing Change of Information	Pending
1 License Application Submittal 10/09/2020	License Application Submittal	Submittal Accepted

▼ Reviews

Review Type	Outcome	Est. Completion	Completed
▼ Transient Room Tax Registration Review	Approved	10/19/2020	10/09/2020
Reviewer:	Email: N/A		

▼ Excise Tax

▼ Room Tax Tax Information

Filing Quarter	Gross Sales	Total Excluded Amount	Net Sales	Postmark Date	Excise Tax Amount
----------------	-------------	-----------------------	-----------	---------------	-------------------

▼ Documents & Images

Date Uploaded	File Type	Document Name
10/09/2020	License	Certificate of Authority

▼ Upload Documents

This application requires all documents to be attached to a submittal. [Click Here](#) to Upload Documents.

[Submittals](#) | [Submit Excise Tax](#) | [Portal Home](#)



Open the certificate, print, and display it in a conspicuous place on the property.

 <p>Licensing Programs City of Bend P.O. Box 431 Bend, OR 97709</p>	<p>CERTIFICATE OF AUTHORITY</p> <p>The individual or entity named below is authorized to collect the Room Tax imposed by Bend Code (BC) 12.05 and transmit collected amounts, less the administrative fee authorized by BC 12.05.035 to the Tax Administrator. This certificate is not a permit; the individual or entity must comply with all local applicable laws including but not limited to those requiring a permit from any federal, state, county or local government. Certificates may not be assigned or transferred and shall be surrendered immediately to the Tax Administrator upon the cessation of business at the location named or upon its sale or transfer.</p> <p>DISPLAY IN A CONSPICUOUS PLACE.</p>	
	<p>Name: Bend Vacation Rental Home Address: [Redacted] Date Issued: October 21, 2020 Certificate Number: LCSL202000399</p> <p>Issued By:  Tax Administrator</p>	<p>[Redacted] Bend, OR 97703</p>

You will now see the Submit Excise Tax link for remitting taxes. If you do not see the link, please email roomtax@bendoregon.gov and provide your Business Name and License number.

Excise Tax
 Room Tax Tax Information

Filing Quarter	Gross Sales	Total Excluded Amount	Net Sales	Postmark Date	Excise Tax Amount

Documents & Images

Date Uploaded	File Type	Document Name
10/09/2020	License	Certificate of Authority

Upload Documents

This application requires all documents to be attached to a submittal. [Click Here](#) to Upload Documents.

[Submittals](#)
[Submit Excise Tax](#)
[Portal Home](#)



There is also a shortcut to the Submit Excise Tax link under My Items with each license.

Online Permit Center Portal

Font Size: [+] [-] [Print]

Welcome [Redacted]

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Items

This page lists all the applications and other items in which you are a contact.

[Expand All / Collapse All](#)

▾ My Business Registration, Licensing & Temporary Sign Applications

Show Active ▾

Reference Number *	Name *	Address *	Status *	Date Created
LCSL202000295	My Vacation Rental	710 NW WALL ST, Bend, OR 97703	Active	09/04/2020
Submit Excise Tax				



Rejected Certificates for Owners and Operators

My registration was rejected. What next? Contact us at roomtax@bendoregon.gov with any questions related to rejected certificates.

Missing Location

No location was provided in the application. For owners and operators, a location is required. Please add the appropriate location to your license.

Information doesn't match our records

Some piece of information in the application doesn't match our records (e.g. owner of the property doesn't match County records). Please follow the instructions provided in the communication to provide the correct information.

No Short Term Rental License

The location provided does not have an active short term rental license. Please see the [Short Term Rental program website](#) for instructions for obtaining the correct permits and licenses for operating a short term rental.



Lodging Intermediary for Room Tax Remittance

In order to remit taxes online, an application is required. Before you begin, you'll need to sign in to your Portal account. From the Online Permit Center Portal home page, click Sign In.

City Directory | News | Jobs | Pay Online | Council Meetings | Search... GO

CITY OF BEND

SERVICES COMMUNITY BUSINESS GOVERNMENT VISITOR CITY PROJECTS

+ City Council
+ Departments
+ Citizen Committees

CONTACT

Community Development Department
(541) 388-5580
permitcenter@bendoregon.gov

Online Permit Center Portal

Font Size: [A] [A-] [A+] Print

[Sign In](#) [Register](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Welcome to the City of Bend's Online Permit Center Portal.

First step: Be sure to complete Registration for a user account, and then choose a service area below to get started. Resources are available to help you through the process at the Portal Help link above.

Returning Users with a Portal Account: Sign in to your Portal Account. Then click on the 'My Items' link above to check the status of your applications or inspections, respond to corrections, and upload new items.

Need help getting started? Check out our Portal Help link above for how-to guides, frequently asked questions (FAQs), and other resources. You can always receive in-person help by calling 541-388-5580 or visiting the Permit Center at City Hall during [business hours](#).

Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Permit Center at permitcenter@bendoregon.gov or 541-388-5580, Relay Users Dial 7-1-1.

Code Enforcement
[Submit a New Complaint](#)
[Case Search](#)

Building, Permanent Signs & SDC Estimates
[Apply](#)
[Application Search](#)
[Upload Submittals to Existing Application](#)



Enter your credentials and click Login. If you do not currently have a Portal account, [click here for a video](#) on how to register for an Online Permit Center Portal Account. [Click here for a document](#) on how to register for an Online Permit Center Portal Account.

Online Permit Center Portal

Font Size: [Print](#)

[Sign In / Register](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Welcome to the City of Bend's Online Permit Center Portal

With an account you will be able to do more with the Online Permit Center Portal. Register an account to submit new applications, access application tracking, request inspections and make payments online.

— **▼ Login** —

Email Address:*

Password:*

[Forgot your password?](#)

Login

— **▼ Create an Account** —

If you do not have an account, please click on [Create Account](#) to create one.



On the Portal Home page under Business Registration, Licensing & Temporary Signs, click Apply.

Online Permit Center Portal

Font Size: [Print](#)

Welcome [REDACTED]

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

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 <p>Code Enforcement Submit a New Complaint Case Search</p>	 <p>Building, Permanent Signs & SDC Estimates Apply Request an Inspection Application Search Upload Submittals to Existing Application</p>
 <p>Engineering & Agreements Apply Request an Inspection Application Search Upload Submittals to Existing Application</p>	 <p>Special Event, Noise Variance or Fire Request Apply Request an Inspection Application Search Upload Submittals to Existing Application</p>
 <p>Planning & Historic Apply Application Search Upload Submittals to Existing Application</p>	<div style="border: 2px solid red; padding: 5px;"><p>Business Registration, Licensing & Temporary Signs Apply Business Search Upload Submittals to Existing Application Submit Excise Tax Renew a Registration or License</p></div>



Enter your business name and select Specialty Licenses and Program from the dropdown list.

Online Permit Center Portal

Font Size: [Print](#)

Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Step 1: Business Name

Step 2: Classifications

Step 3: Classification Details

Step 4: Owner

Step 5: Contact Information

Step 6: Additional Contacts

Step 7: Location

Step 8: Upload Files

Step 9: Review & Submit

Step 10: Submitted

Business License Application - Basic Information

Required information is indicated with an asterisk (*).

The application is not submitted until all information is collected and you press the "Submit Application" button on the Summary Tab. If you exit the process any time before then, there will be no record of the application in the system.

— ▼ **Description of Business**

Business Name: * Limit 100 characters

Choose the Licensing type: *

Please describe what your business does: *

Business Registration

Specialty Licenses and Program

Cancel Next Step: Classifications



Enter a description of the business and add any additional details in the Specialty License Details or Emergency Contact boxes below. Click Next Step: Classifications.

Online Permit Center Portal

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Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Step 1: Business Name

Step 2: Classifications

Step 3: Classification Details

Step 4: Owner

Step 5: Contact Information

Step 6: Additional Contacts

Step 7: Location

Step 8: Upload Files

Step 9: Review & Submit

Step 10: Submitted

Business License Application - Basic Information

Required information is indicated with an asterisk (*).

The application is not submitted until all information is collected and you press the "Submit Application" button on the Summary Tab. If you exit the process any time before then, there will be no record of the application in the system.

— **Description of Business** —

Business Name: *
Limit 100 characters

Choose the Licensing type: *

Please describe what your business does: *
Limit 4000 characters

Specialty License Details

Doing Business As:

Are you applying for?:

Emergency Contact

Emergency Contact (Name, Email, Phone, Mailing Address, City, State, Zip):



Select Lodging Intermediary for Room Tax Remittance from the list and click Next Step: Classification Details.

Online Permit Center Portal

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Step 1:
Business Name

Step 2:
Classifications

Step 3:
Classification
Details

Step 4:
Owner

Step 5:
Contact
Information

Step 6:
Additional
Contacts

Step 7:
Location

Step 8:
Upload Files

Step 9:
Review & Submit

Step 10:
Submitted

Business License Application - Classifications

Required information is indicated with an asterisk (*).

▼ Please select one or more classifications that apply to your business

- Land Development Sign Registration
- Lodging Intermediary for Room Tax Remittance
- Lodging Operator for Room Tax Remittance
- Marijuana Business - Processor
- Marijuana Business - Producer
- Marijuana Business - Retail
- Marijuana Business - Testing
- Marijuana Business - Wholesale

Previous Step: Business NameNext Step: Classification Details



Select the Type of Business from the dropdown list. If Other is select, please enter a description of the type of business. Then click Next Step: Owner.

Welcome [redacted]
[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart\(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Step 1: Business Name Step 2: Classifications Step 3: Classification Details Step 4: Owner Step 5: Contact Information
Step 6: Additional Contacts Step 7: Location Step 8: Upload Files Step 9: Review & Submit Step 10: Submitted

Business License Application - Classification Details

▼ Lodging Intermediary for Room Tax Remittance

Type of Business: *

Business Description:

Online Retailer
Other

Previous Step: Classifications Next Step: Owner



Select Use my name and address or search the address book for the business owner. As you start typing the name, several options will appear. Select from the correct name and address.

Online Permit Center Portal

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Welcome [redacted]

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Step 1: Business Name

Step 2: Classifications

Step 3: Classification Details

Step 4: Owner

Step 5: Contact Information

Step 6: Additional Contacts

Step 7: Location

Step 8: Upload Files

Step 9: Review & Submit

Step 10: Submitted

Business License Application - Business Owner

Required information is indicated with an asterisk (*).

Use this page to indicate the Business Owner or Responsible Party, as applicable. Contacts on an application will be able to view and pay fees, renew a license, and see additional status details.

Use my name and address

[redacted]
Bend OR 97703

Primary: [redacted]

Search the address book

Search for a person:

Begin typing a name and/or address above and we will search the address book for a matching contact. If the correct name and address appears, please select it from the list.

[Previous Step: Classification Details](#) [Next Step: Contact Information](#)



Enter contact information by copying from the Business Owner, searching for a person, or entering the contact information in the bottom section. Click Next Step: Additional Contacts.

Online Permit Center Portal

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Welcome [REDACTED]

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Step 1:
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Owner

Step 5:
Contact
Information

Step 6:
Additional
Contacts

Step 7:
Location

Step 8:
Upload Files

Step 9:
Review & Submit

Step 10:
Submitted

Business License Application - Contact Information

Required information is indicated with an asterisk (*).

Please enter the mailing address and contact numbers for your business. Correspondence with your business will be sent here.

Copy from the Business Owner

-or-

Search for a person:

Begin typing a name and/or address above and we will search the address book for a matching contact. If the correct name and address appears, please select it from the list.

▼ Mailing Address and Contact Numbers

Preferred Contact Method:*

Street Address:*

Address Extra Line 1:

Address Extra Line 2:

City/State/Zip:*

Email Address:*

Contact Number(s): Type* Contact Number* Ext.

(*Please note: at least one contact number is required)

Previous Step: Owner | Next Step: Additional Contacts



In this section, enter additional contacts as necessary and click Next Step: Location.

Online Permit Center Portal

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Business Name

Step 2:
Classifications

Step 3:
Classification
Details

Step 4:
Owner

Step 5:
Contact
Information

Step 6:
Additional
Contacts

Step 7:
Location

Step 8:
Upload Files

Step 9:
Review & Submit

Step 10:
Submitted

Business License Application - Additional Contacts

Type	Contact
Business Owner / Responsible Party	<div style="background-color: #ccc; height: 20px; width: 100%;"></div>

[Add Business From Address Book](#)

Use this page to indicate the Business Owner or Responsible Party, as applicable. Contacts on an application will be able to view and pay fees, renew a license, and see additional status details.

Previous Step: Contact Information Next Step: Location



No location is required for intermediaries. Click Next Step: Upload Files.

Online Permit Center Portal

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Step 1: Business Name

Step 2: Classifications

Step 3: Classification Details

Step 4: Owner

Step 5: Contact Information

Step 6: Additional Contacts

Step 7: Location

Step 8: Upload Files

Step 9: Review & Submit

Step 10: Submitted

Business License Application - Location of Business

Enter the address for your business's physical location in the City of Bend.

Business Registration: If you do not have a physical location within City limits, go back to Step 1 of this application and respond Yes to "Doing Business in Bend with no physical address?."

All other applications: Enter the location for the subject property in the City of Bend by using the Search or Map tools below. To select more than one location, click 'Add Another Location'.

Note: If the location is not found using those tools, please select 'Can't find address?' and enter the street address or tax lot number (e.g. 171232CA05700). City staff will review and confirm the property location during application review.

[Find location in Map](#)

Search for address:

Begin typing a street address or Tax Lot Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

[Find Locations Near Me](#)

[Can't find address?](#)

The location you have selected:

[Add Another Location](#)

[Previous Step: Additional Contacts](#)[Next Step: Upload Files](#)



At the Reminder, click Ok, as there are no submittal requirements for this type of license.

The screenshot shows a web interface for license applications. At the top, it displays "Current Submittal" and "Submittal #1 License Application Submittal (09/04/2020)". A table below shows that there are no required submittal items. A "Reminder" dialog box is overlaid on the screen, containing a message about the importance of uploading documents and a red "Ok" button. At the bottom of the interface, there are buttons for "Previous Step: Location" and "Next Step: Review & Submit".

▼ Current Submittal

Submittal #1 License Application Submittal (09/04/2020) [Print Requirement Items](#)

Type	Status	Date Verified
There are no required submittal items.		

Reminder

We strongly encourage customers to upload all required submittal documents at the time of application. If you are unprepared to upload all required submittal items at this time, you may still submit the application, however, reviews will not begin until an application is deemed complete and initial application fees are paid.

Ok

Previous Step: Location Next Step: Review & Submit



Review the appropriate license information and scroll down to the rest of the page.

Online Permit Center Portal

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Step 1: Business Name

Step 2: Classifications

Step 3: Classification Details

Step 4: Owner

Step 5: Contact Information

Step 6: Additional Contacts

Step 7: Location

Step 8: Upload Files

Step 9: Review & Submit

Step 10: Submitted

Business License Application - Review & Submit

Please review the information below and if it is correct, press the submit application button to submit your application.

— ▾ Business Information

Business Name: Lodging Intermediary - Online Room Rentals

License Type: Specialty Licenses and Program

Contacts: Business Owner / Responsible Party

Locations:

Purpose/Description of Business: Online retailer for vacation room rentals

Classifications: Lodging Intermediary for Room Tax Remittance

— ▾ Specialty License Details

Doing Business As:

Are you applying for?:

— ▾ Emergency Contact

Emergency Contact (Name, Email, Phone, Mailing Address, City, State, Zip):

— ▾ Additional Classification Details

Lodging Intermediary for Room Tax Remittance:

Type of Business: Online Retailer

Business description:



Check the box to acknowledge your understanding of the requirements, and enter the capsha code. Click refresh to receive a different capsha code, if the one you have isn't readable. Click Submit Application.

— ▼ **Additional Classification Details** —

Lodging Intermediary for Room Tax Remittance:
Type of Business: Online Retailer
Business Description:

— ▼ **Mailing Address** —

Preferred Contact Method: Email
Street Address: 710 NW WALL ST
Address Extra Line 1:
Address Extra Line 2:
City/State/Zip Bend
OREGON
97703

Email Address:
Contact Numbers:

I acknowledge I have authority to submit this application, and affirm all the information provided is current and accurate. I agree to comply with all applicable City standards, regulations, and requirements, and understand that the granting of any a permit, license, or other approval does not negate or supersede the requirement to comply with applicable standards, regulations, and requirements. Finally, I understand that a permit, license, or other approval may be subject to revocation for non-compliance with any applicable standard, regulation, or requirement, or any inaccuracies or omissions related to this application or other submitted materials.

I Agree:*

Type the characters you see in the image below to continue.

 Refresh

[Previous Step: Upload Files](#) [Submit Application](#) [Cancel Application](#)



Your application has been submitted. Take note of the application number in red. This is your Room Tax Remittance number, also referred to in the system as License Number.

Online Permit Center Portal

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Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Step 1: Business Name

Step 2: Classifications

Step 3: Classification Details

Step 4: Owner

Step 5: Contact Information

Step 6: Additional Contacts

Step 7: Location

Step 8: Upload Files

Step 9: Review & Submit

Step 10: Submitted

Business License Application - Submitted

Application Number: **LCSL202000411**

[Print This Page](#)

Thank you for your application. Please note that your application will not be processed until the application fee has been paid. For business registrations with a verified physical location, your registration will be completed upon payment. For business registrations requiring address verification and all other license applications, once your application fees are paid, you can expect your application to be reviewed for completeness within 3 business days.

▼ **Business Information**

Business Name: Lodging Intermediary - Online Room Rentals

License Type: Specialty Licenses and Program

Contacts: Business Owner / Responsible Party

Emergency Contact

Locations:

Purpose/Description of Business: Online retailer for vacation room rentals

Classifications: Lodging Intermediary for Room Tax Remittance



Monitor the application status by clicking My Items and select the dropdown next to My Business Registration, Licensing & Temporary Sign Applications.

Online Permit Center Portal

Font Size: [Print](#)

Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Items

This page lists all the applications and other items in which you are a contact.

[Expand All / Collapse All](#)

- ▾ [My Business Registration, Licensing & Temporary Sign Applications](#)
- ▾ [My Code Enforcement Complaints](#)
- ▾ [My Contractor Registration Applications](#)

Look for the application number referenced in red above. Click the link to open the license.

Online Permit Center Portal

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Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Items

This page lists all the applications and other items in which you are a contact.

[Expand All / Collapse All](#)

- ▾ [My Business Registration, Licensing & Temporary Sign Applications](#)

Show Active ▾

Reference Number *	Name *	Address *	Status *	Date Created
LCSL202000411	Lodging Intermediary - Online Room Rentals		New	10/27/2020



The Status is listed under Issuances. Once the application is approved, the status will change to Issued.

Online Permit Center Portal

Font Size: [+](#) [-](#) [Print](#)

Welcome [REDACTED]

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart\(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

License Application Status

You will only be able to view fees if you are a contact on the Licensing application.
[Expand All / Collapse All](#)

Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

— **▼ License Application Summary** —

[Edit License Details](#)

Application Number: LCSL202000411

Business Name: Lodging Intermediary - Online Room Rentals

License Type: Specialty Licenses and Program

Application Status: New

Description of Business: Online retailer for vacation room rentals

Mailing Address: 710 NW WALL ST
Bend OR 97703
United States

Contact Numbers: [REDACTED]

— **▼ Contacts** —

Business Owner / Responsible Party: [REDACTED]

Emergency Contact: [REDACTED]

— **▼ Issuances** —

Type	Date Issued	Date Expires	Status	Number
Lodging Intermediary			Pending	RTL202007074



When your application status is issued, you will be able to remit taxes. Click My Items, then My Business Registration, Licensing & Temporary Sign Applications to expand the list. A Submit Excise Tax button will now appear under your license.

Online Permit Center Portal

Font Size: [Print](#)

Welcome

[Sign Out](#) [My Account](#) **[My Items](#)** [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Items

This page lists all the applications and other items in which you are a contact.

[Expand All / Collapse All](#)

— ▼ **My Business Registration, Licensing & Temporary Sign Applications**

▼

Reference Number *	Name *	Address *	Status *	Date Created
LCSL202000411	Lodging Intermediary - Online Room Rentals		Active	10/27/2020
Submit Excise Tax				



REMITTANCE

Remitting Your Taxes - Lodging Operators

When you're ready to remit taxes, login to Portal and click My Items. Then click My Business Registration, Licensing & Temporary Sign Applications to expand the list. Find your license and click Submit Excise Tax.

Online Permit Center Portal

Font Size: [Print](#)

Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Items

This page lists all the applications and other items in which you are a contact.

[Expand All / Collapse All](#)

▾ **My Business Registration, Licensing & Temporary Sign Applications**

Show Active ▾

Reference Number †	Name †	Address †	Status †	Date Created ▾
LCSL202000295	My Vacation Rental	710 NW WALL ST, Bend, OR 97703	Active	09/04/2020

[Submit Excise Tax](#)



Check the box next to Room Tax and click Next Step: Gross Sales. Note: at any point if you wish to cancel this remittance, either click the Cancel button at the bottom (if available), go back to the Portal Home page, or close your browser. **Your work will not be saved.**

Online Permit Center Portal

Font Size: [Print](#)

Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Step 1: Tax Types Step 2: Gross Sales Step 3: Unit Sales Step 4: Unit Sales Quantities

Step 5: Uploads Step 6: Review & Submit Step 7: Submitted

Excise Tax - Select Tax Types
LCSL202000295

Required information is indicated with an asterisk (*).

— ▼ Please choose the excise tax types you wish to submit. —

Search for tax types

Room Tax

Cancel **Next Step: Gross Sales**



Select the relevant filing month and year. Note that you cannot resubmit taxes for a month already remitted. Email us at roomtax@bendoregon.gov to request an amended return, if you have any changes. Enter Gross Sales Amount. The Total Excluded Amount is automatically calculated after Allowable Exemptions are entered. **Do not enter an amount in this field; it will be overwritten by the amounts entered in the Allowable Exemptions section.** Note that penalties and interest for late filings will be calculated automatically and shown in your shopping cart.

Enter your exemptions. The Total Excluded Amount will update with each exemption that is entered. If you have collected any taxes in excess of the 10.4% of gross sales, enter the amount in the Excess Tax Collected box. Click Next Step: Unit Sales. Here are Allowable Exemptions explained:

1. **Monthly Rent (30 consecutive days or more):** a dwelling unit that is leased or otherwise occupied by the same person for a consecutive period of 30 days or more.
2. **Rent from authorized Federal employees:** The United States or an employee of the federal government while on federal business. This exemption does not include state or local government employees. Visit bendoregon.gov/roomtax for the required forms and more information.
3. **Rent from transient lodging intermediaries:** Gross receipts from transactions with transient lodging intermediaries, i.e. Online Travel Companies. Do not include transactions for which you collected the tax directly from customers, or transactions for which you received the tax from intermediaries, i.e. VRBO.

Excise Tax - Gross Sales
LCSL202000295

Required information is indicated with an asterisk (*).

▼ Room Tax Gross Sales

Filing Month: * August 2020

Gross Sales Amount: \$1,250.00

Total Excluded Amount: \$1,000.00

▼ Excess Tax Collected

Excess Tax Collected:

▼ Allowable Exemptions (will be added together as 'Excluded Amount')

Monthly Rent (30 consecutive days or more):

Rent from authorized Federal employees:

Rents from transient lodging intermediaries (e.g. Airbnb, HomeAway, VRBO, etc): \$1,000.00

Previous Step: Tax Types | Next Step: Unit Sales



If you entered an amount in the Rent from authorized Federal employees box, please upload the required documents in this step. Click Browse to select the file.

Online Permit Center Portal

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[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Step 1:
Tax Types

Step 2:
Gross Sales

Step 3:
Uploads

Step 4:
Review & Submit

Step 5:
Submitted

Excise Tax - Upload Documents

Note: This step is optional. However, you may select any documents you wish to upload.

▼ **Guidelines For Electronically Submitting Documents:**

- Submitted documents should be under 40MB in size.
- Accepted file extensions:
 - pdf,dwg,jpg,jpeg,png,tif,xlsx,xls,wav,mp4,mov
- Recommended naming conventions:
 - Keep filename consistent.
 - Avoid the use of non-friendly filenames. (ex. k9dk38fj3.pdf)
 - Avoid inappropriate language in filenames.

Room Tax Remitters
Room Tax Remitters may upload required documents here. The signed Government Exemption Certificate and acceptable attachment (as noted in the form) are ONLY required for Room Tax Remitters who have entered an exemption for Rent from authorized Federal employees.

Please see <http://www.bendoregon.gov/roomtax> to download the form, or contact the City of Bend Finance Department - Room Tax for more information at roomtax@bendoregon.gov or 541-388-5509.

Franchise Tax Remitters
Franchise Tax remitters may upload a report of gross revenues as required by City code or agreement. Contact the City of Bend Finance Department at accounting@bendoregon.gov or 541-323-5989 for more information.

All Others
For all other tax remitters, please continue to the next step.

If you do not wish to upload documents here, please mail required documents to City of Bend Finance Department, PO Box 1458, Bend, OR

Once you have chosen the files you wish to upload, please click the 'Next Step' button located at the bottom of the page to complete your submission.

▼ **Upload Additional Documents**

Select any documents you wish to provide. Browse...

Provide a short description of this set of documents:



After the documents are uploaded or if you have no documents to upload, click Next Step: Review & Submit.

This screenshot shows the document upload section of the application form. At the top, there is a red-bordered box containing instructions: "For all other tax remitters, please continue to the next step.", "If you do not wish to upload documents here, please mail required documents to City of Bend Finance Department, PO Box 1458, Bend, OR", and "Once you have chosen the files you wish to upload, please click the 'Next Step' button located at the bottom of the page to complete your submission." Below this box is a section titled "Upload Additional Documents" with a dropdown arrow. It includes a label "Select any documents you wish to provide:" followed by a "Browse..." button. Below that is a label "Provide a short description of this set of documents:" followed by a large text input area. At the bottom of the form, there are two buttons: "Previous Step: Gross Sales" and "Next Step: Review & Submit". The "Next Step: Review & Submit" button is circled in red.

Click Ok at the Reminder message.

This screenshot shows a "Reminder" dialog box overlaid on the application form. The dialog box has a title bar "Reminder" and contains the following text: "We strongly encourage customers to upload all required submittal documents at the time of application. If you are unprepared to upload all required submittal items at this time, you may still submit the application, however, reviews will not begin until an application is deemed complete and initial application fees are paid." At the bottom right of the dialog box is an "Ok" button. Below the dialog box, the "Previous Step: Gross Sales" and "Next Step: Review & Submit" buttons from the previous screenshot are visible.



Review the tax information. The tax amount is automatically calculated for you and includes the 5% rebate for administrative costs. The total Outstanding Fees will include any penalties and interest for late filings. The break down of the penalties and interest will be in your shopping cart after you submit. Scroll down to the bottom of the page.

Online Permit Center Portal

Font Size: + - [Print](#)

Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Step 1:
Tax Types

Step 2:
Gross Sales

Step 3:
Uploads

Step 4:
Review & Submit

Step 5:
Submitted

Excise Tax - Review & Submit

LCSL202000295

Please review the information below and if it is correct, press the submit button to submit your excise tax information.

▼ **Business Information**

Business Name: My Vacation Rental
 License Type: Specialty Licenses and Program

▼ **Room Tax Tax Information**

Filing Month	Gross Sales	Total Excluded Amount	Net Sales	Postmark Date	Excise Tax Amount
August, 2020	\$1,250.00	\$1,000.00	\$250.00	09/04/2020	\$24.70
Excess Tax Collected:					

▼ **Fees**

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	
Outstanding Fees	Amount	Paid	Owing	Date Paid
Room Tax (10.4% of Net Sales)	\$24.70	\$0.00	\$24.70	Not Paid
Totals:	\$24.70	\$0.00	\$24.70	

Your application will not be reviewed until all application fees are paid in full. For business registrations, the registration will not be completed until all application fees are paid in full.

Total Amount Payable Online:\$24.70

There are fees owing on this Licensing application. All fees must be paid before this submission will be...



Enter the capsha in the highlighted box and either click Submit and Pay Fees to pay now or Submit without Paying Fees to pay later (e.g to mail your payment or remit taxes for another property). Note that credit and debit card payments will incur a fee of 2.95% or \$1.95 minimum. Electronic check payments (e.g. Electronic Funds Transfer or ACH) are free.

▼ Fees

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	
Outstanding Fees	Amount	Paid	Owing	Date Paid
Room Tax (10.4% of Net Sales)	\$24.70	\$0.00	\$24.70	Not Paid
Totals:	\$24.70	\$0.00	\$24.70	

Your application will not be reviewed until all application fees are paid in full. For business registrations, the registration will not be completed until all application fees are paid in full.

Total Amount Payable Online: \$24.70

There are fees owing on this Licensing application. All fees must be paid before this submission will be accepted. Clicking the 'Submit Excise Tax and Pay Fees' button will submit your information and redirect you to the payment screen where you can pay your fees online.

Type the characters you see in the image below to continue.

59DCHK

 Refresh

Previous Step: Uploads
Submit and Pay Fees
Submit without Paying Fees

Cancel



Pay Fees Now

After clicking Submit and Pay fees, you're taken to the Shopping Cart. Penalties and interest (if any) will appear in your shopping cart. Review the total fees and click Make Payment when ready.

Online Permit Center Portal

Font Size: [Print](#)

Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(1\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Shopping Cart

LCSL20200

▼ LCSL20200

Fee Type	Amount	Amount Paid
Room Tax (10.4% of Net Sales)	\$24.70	\$0.00
Totals:	\$24.70	\$0.00
Total Selected:	\$24.70	

Total Amount Owing: \$24.70

[Cancel](#) [Make Payment](#)



Invoice Cloud is the online payment processor for Room Tax remittances. We now offer the ability to pay via e-check or electronic funds transfer from your bank account. Note there will be a 2.95% service charge (\$1.95 minimum) applied to any credit card payments. Electronic funds transfers (e-check) are free. Select your payment method and click Continue to Payment Information.


CITY OF BEND
Contact Us

Payment Options
Payment Information
Review Payment

How would you like to pay?

SERVICE FEES WILL BE CHARGED AS FOLLOWS:
 Credit/Debit Card Payments: 2.95% of total, \$1.95 minimum
 Electronic Funds Transfer (e-check): No service fee

Credit/Debit Card ▼

Credit/Debit Card

EFT (Check)
Google Pay

Pay Full Invoice \$24.70

Continue to Payment Information >

Payment Summary

Invoice #	Amount
1433	\$24.70
SUBTOTAL	
\$24.70	
GRAND TOTAL	
\$24.70	

Any applicable service fees and/or discounts will be displayed before processing your payment



Enter your credit/debit card or bank account information and click Continue to Review Payment.

 CITY OF BEND Contact Us

Payment Options **Payment Information** Review Payment

Please enter your card information

SERVICE FEES WILL BE CHARGED AS FOLLOWS:
Credit/Debit Card Payments: 2.95% of total, \$1.95 minimum
Electronic Funds Transfer (e-check): No service fee

Cardholder Name *

Card Number * CVV * WHAT'S THIS?

  

Expiration Date *

October ▼ 2021 ▼

Billing Address *

Country *

United States ▼

City * State * Zip *

Bend Oregon ▼ 97703

Email *

[Continue to Review Payment](#) | [Go back to Payment Options](#)

Payment Summary

Invoice #	Amount
1433	\$24.70
<hr/>	
SUBTOTAL	\$24.70
<hr/>	
GRAND TOTAL	\$24.70

Any applicable service fees will be displayed before processing your payment



Note the relevant service fee is added here, if applicable. These fees will be charged separately from the Room Tax remittance on your credit card statement. Click Process Payment to complete the transaction.

 CITY OF BEND Contact Us

Payment Options Payment Information Review Payment

Review your Information

Please review the service fees applied to this transaction.

Your Credit/Debit Card Edit	Billing Address
Jane Smith XXXXXXXXXXXX1111 10 / 2021 	710 NW Wall St Bend, OR 97703 email@email.com

Payment Summary

Invoice #	Amount
1433	\$24.70
<hr/>	
SUBTOTAL	\$24.70
SERVICE FEE *	+ \$1.95
<hr/>	
GRAND TOTAL	\$26.65

[Process Payment \\$26.65](#)

Payer agrees to the [Invoice Cloud Payer Terms and Conditions](#).

* If you have a question on the bill, please contact us at (541) 388-5580.
Service fees are non-refundable. If you think there is an error on the Credit/Debit Card, ACH or Service Fee charge, please contact Invoice Cloud Customer Service at 877-256-8330, Option 2.



Click Return to home page to go back to the Online Permit Center portal.

 CITY OF BEND Contact Us

Thank you for your payment!

A Receipt for this transaction has been sent via email for your records.

[Click here to Print a receipt with additional details](#)

Total Payment Amount

\$26.65

Payment Message

APPROVED 765856

Payment Method

Visa
XXXXXXXXXXXX1111

[Return to home page >](#)

Need Help?

You may reach us at (541) [redacted]

You may email your questions to
info@bendoregon.gov.

Email Us



Your Excise Tax has been submitted. To print a detailed receipt of this transaction (including a list of every license included in the payment), click My Items.

Online Permit Center Portal

Font Size: + - [Print](#)

Welcome [REDACTED]

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Excise Tax - Submitted

LCSL2020 [REDACTED]

Print This Page

Thank you for your application. Please note that your application will not be processed until the application fee has been paid. For business registrations with a verified physical location, your registration will be completed upon payment. For business registrations requiring address verification and all other license applications, once your application fees are paid, you can expect your application to be reviewed for completeness within 3 business days.

▼ Fees

Thank you! Your payment has been received and processed.

Transaction ID: 4951576d-e5dc-4b25-8f72-9b031c642c66

Application Number(s): LCSL2020[REDACTED]

Date: 10/21/2020

Amount: \$24.70

▼ Business Information

Business Name: [REDACTED]

License Type: Specialty Licenses and Program

▼ Room Tax Tax Information

Filing Month	Gross Sales	Total Excluded Amount	Net Sales	Postmark Date	Excise Tax Amount
September, 2020	\$1,250.00	\$1,000.00	\$250.00	10/21/2020	\$24.70
Excess Tax Collected:					



Click to expand the Business Registration section. Click the link to open your license.

Online Permit Center Portal

Font Size: [Print](#)

Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(2\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Items

This page lists all the applications and other items in which you are a contact.

[Click Here](#) to view the items in your shopping cart.

[Expand All / Collapse All](#)

▼ **My Business Registration, Licensing & Temporary Sign Applications**

Show Active ▼

Reference Number †	Name †	Address †	Status †	Date Created ▼
LCSL202000295	My Vacation Rental	710 NW WALL ST, Bend, OR 97703	Active	09/04/2020

[Submit Excise Tax](#)



Scroll to the bottom of the page and find the receipt for today. Click the link to download the pdf.

▼ **Reviews**

Review Type	Outcome	Est. Completion	Completed
▼ Transient Room Tax Registration Review	Approved	10/19/2020	10/09/2020
Reviewer:	Email: N/A		

▼ **Excise Tax**

▼ **Room Tax Tax Information**

Filing Month	Gross Sales	Total Excluded Amount	Net Sales	Postmark Date	Excise Tax Amount
September, 2020	\$1,250.00	\$1,000.00	\$250.00	10/21/2020	\$24.70

▼ **Documents & Images**

Date Uploaded	File Type	Document Name
10/09/2020	License	Certificate of Authority
10/21/2020	Receipt	Receipt for transaction:2020-004180



View the receipt. Note you will also receive an emailed summary receipt from Invoice Cloud when the online payment is complete.



Permit Center
 City of Bend
 P.O. Box 431
 Bend, OR 97709

Mailed on October 21, 2020

RECEIPT

710 NW WALL ST
 Bend, OR 97703

RECEIPT OF PAYMENT

NAME OF PAYER:



DATE OF TRANSACTION: October 21, 2020

TRANSACTION NUMBER: 2020-004180 - 1433

Amount Tendered: \$24.70

Payment Details	Payment Method	Amount Tendered	Check Number
	Credit Card	\$24.70	
	Payment Processor Service Fee	\$1.95	

List of Fees Paid:

Description of Fee	Reference Number	Amount Paid
Room Tax (10.4% of Net Sales)	LCSL2020	\$24.70
TOTAL AMOUNT PAID		\$24.70

Thank you for your payment. Please contact 541-388-5580 or permitcenter@bendoregon.gov with any questions.



Pay Fees Later

Customers may remit their tax information online and mail or drop off a payment to the Permit Center. All payments must be made by the due date, regardless of the date the remittance was made online, or interest and penalties may apply. If payment is received late, you will receive a separate invoice for penalties and interest that you can pay online.

If you are remitting for multiple properties, complete the steps above for each property and click Submit without Paying Fees. The fees will be added to your shopping cart and can be paid all at once later.

Follow all the same steps above through to the Review and Submit page. Review the tax information. Complete the capsha and click Submit without Paying Fees. You may mail your payment to City of Bend Permit Center, PO Box 431, Bend, OR 97709. Please include your license number with your payment. You may also bring your payment to the Permit Center located at City Hall 710 NW Wall Street, Bend OR. Note that payment processor service fees apply to credit and debit card payments made at the Permit Center.

▼ Fees

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	
Outstanding Fees	Amount	Paid	Owing	Date Paid
Room Tax (10.4% of Net Sales)	\$24.70	\$0.00	\$24.70	Not Paid
Totals:	\$24.70	\$0.00	\$24.70	

Your application will not be reviewed until all application fees are paid in full. For business registrations, the registration will not be completed until all application fees are paid in full.

Total Amount Payable Online: \$24.70

There are fees owing on this Licensing application. All fees must be paid before this submission will be accepted. Clicking the 'Submit Excise Tax and Pay Fees' button will submit your information and redirect you to the payment screen where you can pay your fees online.

Type the characters you see in the image below to continue.


Refresh

mbr85

Previous Step: Uploads
Submit and Pay Fees

Submit without Paying Fees

Cancel



Note that the fees were automatically added to your shopping cart for future payment.

Online Permit Center Portal

Font Size: + - Print

Welcome [Redacted]

[Sign Out](#)
[My Account](#)
[My Items](#)
My Shopping Cart (1)
[Portal Home](#)
[Property Search](#)
[Portal Help](#)

Step 1:
Tax Types

Step 2:
Gross Sales

Step 3:
Uploads

Step 4:
Review & Submit

Step 5:
Submitted

Excise Tax - Submitted

LCSL202000399

Print This Page

Thank you for your application. Please note that your application will not be processed until the application fee has been paid. For business registrations with a verified physical location, your registration will be completed upon payment. For business registrations requiring address verification and all other license applications, once your application fees are paid, you can expect your application to be reviewed for completeness within 3 business days.

There are fees totaling **\$24.70** owing on this application.

Note with electronic funds transfers, no payment processor fee is incurred. Credit/debit card transactions incur an additional service fee of 2.95% of the total, \$1.95 minimum.

If you do not wish to pay your application fees by credit/debit card or electronic funds transfer, please mail your payment to City of Bend Permit Center, PO Box 431, Bend OR 97709. Please include your license or application number with your payment. You may also bring your payment to the [Permit Center](#) located at City Hall 710 NW Wall Street, Bend OR. [Click here for Permit Center hours](#). Note that payment processor service fees apply to credit and debit card payments made at the Permit Center.

▼ **Business Information**

Business Name: Bend Vacation Rental Home
License Type: Specialty Licenses and Program

▼ **Room Tax Tax Information**

Filing Month	Gross Sales	Total Excluded Amount	Net Sales	Postmark Date	Excise Tax Amount
September, 2020	\$1,250.00	\$1,000.00	\$250.00	10/21/2020	\$24.70
Excess Tax Collected:					



To pay fees online at a later time (if not already in your shopping cart), sign into the portal, and click My Items, then expand the section under My Business Registration, Licensing & Temporary Sign Applications. To pay all available fees, click Add Fees to My Cart. To review the fees, click the highlighted reference number to open your application details.

Online Permit Center Portal

Font Size: + - Print

Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Items

This page lists all the applications and other items in which you are a contact.

[Click Here](#) to view the items in your shopping cart.

[Expand All / Collapse All](#)

▾ My Business Registration, Licensing & Temporary Sign Applications

Show Active ▾

Reference Number ▾	Name ▾	Address ▾	Status ▾	Date Created
LCSL202000399	Bend Vacation Rental Home		Active	10/21/2020
Add Fees to My Cart Submit Excise Tax				



Once Fees are added to your cart, click My Shopping Cart (1).

Online Permit Center Portal

Font Size: [Print](#)

Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(1\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Items

This page lists all the applications and other items in which you are a contact.

[Click Here](#) to view the items in your shopping cart.

[Expand All / Collapse All](#)

— ▼ **My Business Registration, Licensing & Temporary Sign Applications**

Show Active ▼

Reference Number +	Name +	Address +	Status +	Date Created +
LCSL202000399	Bend Vacation Rental Home		Active	10/21/2020

[Remove Fees from My Cart](#) [Submit Excise Tax](#)



Review the fees and click Make Payment. Follow the same payment instructions above.

Online Permit Center Portal

Font Size: [Print](#)

Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(1\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Shopping Cart

▼ **LCSL202000399**

Please select the fees you wish to pay now by checking the "Pay" checkbox on [Remove Fees from My Cart](#) the fees below.

Select All Fees | **Deselect All Fees**

Fee Type	Amount	Amount Paid	Pay?
Room Tax (10.4% of Net Sales)	\$24.70	\$0.00	<input checked="" type="checkbox"/>
Totals:	\$24.70	\$0.00	
Total Selected:	\$24.70		

Total Amount Owing: \$24.70

Total Selected Amount: \$24.70

Make Payment



Remitting Your Taxes - Lodging Intermediaries

When you're ready to remit taxes, login to Portal and click My Items. Then click My Business Registration, Licensing & Temporary Sign Applications to expand the list. Find your license and click Submit Excise Tax.

Online Permit Center Portal

Font Size: [Print](#)

Welcome [REDACTED]

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart\(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Items

This page lists all the applications and other items in which you are a contact.

[Click Here](#) to view the items in your shopping cart.

[Expand All / Collapse All](#)

▼ **My Business Registration, Licensing & Temporary Sign Applications**

Show Active ▼

Reference Number *	Name *	Address *	Status *	Date Created
LCSL202000398	Online Travel Site		Active	10/21/2020
Submit Excise Tax				



Check the box next to Room Tax and click Next Step: Gross Sales. Note: at any point if you wish to cancel this remittance, either click the Cancel button at the bottom (if available), go back to the Portal Home page, or close your browser. **Your work will not be saved.**

Online Permit Center Portal

Font Size: Print

Welcome [redacted]

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Step 1: Tax Types | Step 2: Gross Sales | Step 3: Unit Sales | Step 4: Unit Sales Quantities | Step 5: Uploads | Step 6: Review & Submit | Step 7: Submitted

Excise Tax - Select Tax Types

LCSL202000398

Required information is indicated with an asterisk (*).

— ▼ Please choose the excise tax types you wish to submit. —

Search for tax types

- Room Tax

Cancel | Next Step: Gross Sales



Select the relevant filing month and year. Note that you cannot resubmit taxes for a month already remitted. Email us at roomtax@bendoregon.gov to request an amended return, if you have any changes. Enter Gross Sales Amount. The Total Excluded Amount is automatically calculated after Allowable Exemptions are entered. **Do not enter an amount in this field; it will be overwritten by the amounts entered in the Allowable Exemptions section.** Note that penalties and interest for late filings will be calculated automatically and shown in your shopping cart.

Enter your exemptions. The Total Excluded Amount will update with each exemption that is entered. If you have collected any taxes in excess of the 10.4% of gross sales, enter the amount in the Excess Tax Collected box. Click Next Step: Unit Sales. Here are Allowable Exemptions explained:

1. **Monthly Rent (30 consecutive days or more):** a dwelling unit that is leased or otherwise occupied by the same person for a consecutive period of 30 days or more.
2. **Rent from authorized Federal employees:** The United States or an employee of the federal government while on federal business. This exemption does not include state or local government employees. Visit bendoregon.gov/roomtax for the required forms and more information.

Online Permit Center Portal

Font Size: + - Print

Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Step 1:
Tax Types

Step 2:
Gross Sales

Step 3:
Unit Sales

Step 4:
Unit Sales Quantities

Step 5:
Uploads

Step 6:
Review & Submit

Step 7:
Submitted

Excise Tax - Gross Sales
LCSL202000398

Required information is indicated with an asterisk (*).

▼ Room Tax Gross Sales

Filing Month: * September ▼ 2020 ▼

Gross Sales Amount: \$50,000.00

Total Excluded Amount: \$2,650.00

▼ **Excess Tax Collected**

Excess Tax Collected:

▼ **Allowable Exemptions (will be added together as 'Excluded Amount')**

Monthly Rent (30 consecutive days or more):

Rent from authorized Federal employees: \$2,650.00

Previous Step: Tax Types
Next Step: Unit Sales



If you entered an amount in the Rent from authorized Federal employees box, please upload the required documents in this step. Click Browse to select the file.

Online Permit Center Portal

Font Size: + - P [Print](#)

Welcome [Redacted]

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Step 1:
Tax Types

Step 2:
Gross Sales

Step 3:
Uploads

Step 4:
Review & Submit

Step 5:
Submitted

Excise Tax - Upload Documents

Note: This step is optional. However, you may select any documents you wish to upload.

Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 40MB in size.
- Accepted file extensions:
 - pdf,dwg,jpg,jpeg,png,tif,xlsx,xls,wav,mp4,mov
- Recommended naming conventions:
 - Keep filename consistent.
 - Avoid the use of non-friendly filenames. (ex. k9dk38fj3.pdf)
 - Avoid inappropriate language in filenames.

Room Tax Remitters
 Room Tax Remitters may upload required documents here. The signed Government Exemption Certificate and acceptable attachment (as noted in the form) are ONLY required for Room Tax Remitters who have entered an exemption for Rent from authorized Federal employees.

Please see <http://www.bendoregon.gov/roomtax> to download the form, or contact the City of Bend Finance Department - Room Tax for more information at roomtax@bendoregon.gov or 541-388-5509.

Franchise Tax Remitters
 Franchise Tax remitters may upload a report of gross revenues as required by City code or agreement. Contact the City of Bend Finance Department at accounting@bendoregon.gov or 541-323-5989 for more information.

All Others
 For all other tax remitters, please continue to the next step.

If you do not wish to upload documents here, please mail required documents to City of Bend Finance Department, PO Box 1458, Bend, OR

Once you have chosen the files you wish to upload, please click the 'Next Step' button located at the bottom of the page to complete your submission.

▼ Upload Additional Documents

Select any documents you wish to provide: Browse...

Provide a short description of this set of documents:



After the documents are uploaded or if you have no documents to upload, click Next Step: Review & Submit.

This screenshot shows the document upload section of the application form. At the top, there is a red-bordered box containing instructions: "For all other tax remitters, please continue to the next step.", "If you do not wish to upload documents here, please mail required documents to City of Bend Finance Department, PO Box 1458, Bend, OR", and "Once you have chosen the files you wish to upload, please click the 'Next Step' button located at the bottom of the page to complete your submission." Below this box is a section titled "Upload Additional Documents" with a dropdown arrow. It includes the text "Select any documents you wish to provide:" followed by a "Browse..." button. Below that is the text "Provide a short description of this set of documents:" followed by a large empty text area. At the bottom of the form, there are two buttons: "Previous Step: Gross Sales" and "Next Step: Review & Submit". The "Next Step: Review & Submit" button is circled in red.

Click Ok at the Reminder message.

This screenshot shows a "Reminder" dialog box overlaid on the application form. The dialog box has a white background and a dark border. It contains the following text: "Reminder", "We strongly encourage customers to upload all required submittal documents at the time of application. If you are unprepared to upload all required submittal items at this time, you may still submit the application, however, reviews will not begin until an application is deemed complete and initial application fees are paid.", and an "Ok" button. Below the dialog box, the "Previous Step: Gross Sales" and "Next Step: Review & Submit" buttons from the previous screenshot are visible.



Review the tax information. The tax amount is automatically calculated for you and includes the 5% rebate for administrative costs. The total Outstanding Fees will include any penalties and interest for late filings. The breakdown of the penalties and interest will be in your shopping cart after you submit. Scroll down to the bottom of the page.

Online Permit Center Portal

Font Size: + - 🖨️ Print

Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Step 1:
Tax Types

Step 2:
Gross Sales

Step 3:
Uploads

Step 4:
Review & Submit

Step 5:
Submitted

Excise Tax - Review & Submit

LCSL202000398

Please review the information below and if it is correct, press the submit button to submit your excise tax information.

▼ Business Information

Business Name: Online Travel Site

License Type: Specialty Licenses and Program

▼ Room Tax Tax Information

Filing Month	Gross Sales	Total Excluded Amount	Net Sales	Postmark Date	Excise Tax Amount
September, 2020	\$50,000.00	\$2,650.00	\$47,350.00	10/21/2020	\$4,678.18
Excess Tax Collected:					

▼ Fees

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	
Outstanding Fees	Amount	Paid	Owing	Date Paid
Room Tax (10.4% of Net Sales)	\$4,678.18	\$0.00	\$4,678.18	Not Paid
Totals:	\$4,678.18	\$0.00	\$4,678.18	

Your application will not be reviewed until all application fees are paid in full. For business registrations, the registration will not be completed until all application fees are paid in full.

Total Amount Payable Online: \$4,678.18

The information on this page is for informational purposes only. All fees will be collected before this submission will be processed.



Enter the capsha in the highlighted box and either click Submit and Pay Fees to pay now or Submit without Paying Fees to pay later (e.g to mail your payment or remit taxes for another property). Instructions for mailing your payment will be on the next screen. Note that credit and debit card payments will incur a fee of 2.95% or \$1.95 minimum. Electronic check payments (e.g. Electronic Funds Transfer or ACH) are free.

▼ Fees

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	
Outstanding Fees	Amount	Paid	Owing	Date Paid
Room Tax (10.4% of Net Sales)	\$4,678.18	\$0.00	\$4,678.18	Not Paid
Totals:	\$4,678.18	\$0.00	\$4,678.18	

Your application will not be reviewed until all application fees are paid in full. For business registrations, the registration will not be completed until all application fees are paid in full.

Total Amount Payable Online: \$4,678.18

There are fees owing on this Licensing application. All fees must be paid before this submission will be accepted. Clicking the 'Submit Excise Tax and Pay Fees' button will submit your information and redirect you to the payment screen where you can pay your fees online.

Type the characters you see in the image below to continue.



Previous Step: Uploads
Submit and Pay Fees
Submit without Paying Fees

Cancel



Pay Fees Now - Intermediaries

After clicking Submit and Pay fees, you're taken to the Shopping Cart. Penalties and interest (if any) will appear in your shopping cart. Review the total fees and click Make Payment when ready.

Online Permit Center Portal

Font Size: [Print](#)

Welcome [REDACTED]

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(1\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Shopping Cart

LCSL202000398

▼ LCSL202000398

Fee Type	Amount	Amount Paid	
Room Tax (10.4% of Net Sales)	\$4,678.18	\$0.00	
Totals:	\$4,678.18	\$0.00	
Total Selected:	\$4,678.18		

Total Amount Owing: \$4,678.18

[Cancel](#) [Make Payment](#)



Invoice Cloud is the online payment processor for Room Tax remittances. We now offer the ability to pay via e-check or electronic funds transfer from your bank account. Note there will be a 2.95% service charge (\$1.95 minimum) applied to any credit card payments. Electronic funds transfers (e-check) are free. Select your payment method and click Continue to Payment Information.

CITY OF BEND Contact Us

Payment Options Payment Information Review Payment

How would you like to pay?

SERVICE FEES WILL BE CHARGED AS FOLLOWS:
Credit/Debit Card Payments: 2.95% of total, \$1.95 minimum
Electronic Funds Transfer (e-check): No service fee

Credit/Debit Card
Credit/Debit Card
EFT (Check)
Google Pay

Pay Full Invoice \$4,678.18

[Continue to Payment Information](#) >

Payment Summary

Invoice #	Amount
1436	\$4,678.18
SUBTOTAL	
\$4,678.18	
GRAND TOTAL	
\$4,678.18	

Any applicable service fees and/or discounts will be displayed before processing your payment.



Enter your bank or credit card information. Click Continue to Review Payment at the bottom of the page.

 CITY OF BEND Contact Us

Payment Options **Payment Information** Review Payment

Please enter your bank information

Please fill out all fields below and click Continue to Review Payment to save your information.
[Need help filling out this information?](#)

SERVICE FEES WILL BE CHARGED AS FOLLOWS:
Credit/Debit Card Payments: 2.95% of total, \$1.95 minimum
Electronic Funds Transfer (e-check): No service fee

Bank Account Holder's Name *

Account Type *

Routing # *

Bank Account # * **Re-enter Bank Account # ***

Check Number (Optional)

Payment Summary

Invoice #	Amount
1436	\$4,678.18
<hr/>	
SUBTOTAL	\$4,678.18
<hr/>	
GRAND TOTAL	\$4,678.18

Any applicable service fees will be displayed before processing your payment



Review the payment information and take note of any service fees that were added. These fees will be charged separately from the Room Tax remittance on your credit card statement. Click Process Payment to complete the transaction.

CITY OF BEND Contact Us

Payment Options Payment Information **Review Payment**

Review your Information

Please review the service fees applied to this transaction.

Your Bank Edit	Billing Address
Jane Doe	710 NW Wall St
XXXXXXXX1234	Bend, OR
Commercial Checking	97703
	.com

Payment Summary

Invoice #	Amount
1436	\$4,678.18
<hr/>	
SUBTOTAL	\$4,678.18
SERVICE FEE *	+ \$0.00
<hr/>	
GRAND TOTAL	\$4,678.18

[Process Payment \\$4,678.18](#)

Payer agrees to the [Invoice Cloud Payer Terms and Conditions](#)

* If you have a question on the bill, please contact us at (541) 388-5580.
Service fees are non-refundable. If you think there is an error on the Credit/Debit Card, ACH or Service Fee charge, please contact Invoice Cloud Customer Service at 877-258-8330, Option 2.



Click Return to home page to go back to the Online Permit Center Portal.

 CITY OF BEND Contact Us

Thank you for your payment!

A Receipt for this transaction has been sent via email for your records.
[Click here to Print a receipt with additional details](#)

Total Payment Amount

\$4,678.18

Payment Message

PAYMENT PROCESSED 448578

Payment Method

EFT (Check)
XXXXXXXXXX1234

[Return to home page >](#)

Need Help?

You may reach us at (541) 388-5580.
You may email your questions to info@bendoregon.gov.

[Email Us](#)



Confirmation that your excise taxes were remitted and paid. To view a receipt of this transaction, click My Items.

Online Permit Center Portal

Font Size: [Print](#)

Welcome [REDACTED]

[Sign Out](#)
[My Account](#)
[My Items](#)
[My Shopping Cart \(0\)](#)
[Portal Home](#)
[Property Search](#)
[Portal Help](#)

Excise Tax - Submitted

LCSL202000398

Print This Page

Thank you for your application. Please note that your application will not be processed until the application fee has been paid. For business registrations with a verified physical location, your registration will be completed upon payment. For business registrations requiring address verification and all other license applications, once your application fees are paid, you can expect your application to be reviewed for completeness within 3 business days.

— ▼ Fees

Thank you! Your payment has been received and processed.

Transaction ID: 9b6ca71e-6544-4f2f-aa9c-9a91257338b0

Application Number(s): LCSL202000398

Date: 10/21/2020

Amount: \$4,678.18

— ▼ Business Information

Business Name: Online Travel Site

License Type: Specialty Licenses and Program

— ▼ Room Tax Tax Information

Filing Month	Gross Sales	Total Excluded Amount	Net Sales	Postmark Date	Excise Tax Amount
September, 2020	\$50,000.00	\$2,650.00	\$47,350.00	10/21/2020	\$4,678.18
Excess Tax Collected:					



Click the Reference Number to open the application details.

Online Permit Center Portal

Font Size: + - [Print](#)

Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Items

This page lists all the applications and other items in which you are a contact.

[Click Here](#) to view the items in your shopping cart.

[Expand All / Collapse All](#)

— ▾ My Business Registration, Licensing & Temporary Sign Applications —

▾

Reference Number ▾	Name ▾	Address ▾	Status ▾	Date Created ▾
LCSL202000398	Online Travel Site		Active	10/21/2020
Add Fees to My Cart		Submit Excise Tax		

Scroll down to the bottom of the page under Documents & Images.

Online Permit Center Portal

Font Size: + - [Print](#)

Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(1\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

License Application Status

You will only be able to view fees if you are a contact on the Licensing application.

[Expand All / Collapse All](#)

Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

— ▾ License Application Summary —

[Edit License Details](#)

Application Number: LCSL20200

Business Name: Online Travel Site

License Type: Specialty Licenses and Program

Application Status: Active

Description of Business: Online Hotel and vacation rental sales

Mailing Address: 710 NW WINDY ST



Click the link for the receipt to download a pdf.

— ▾ Excise Tax

— ▾ Room Tax Tax Information

Filing Month	Gross Sales	Total Excluded Amount	Net Sales	Postmark Date	Excise Tax Amount
September, 2020	\$50,000.00	\$2,650.00	\$47,350.00	10/21/2020	\$4,678.18
August, 2020	\$52,350.00	\$0.00	\$52,350.00	09/15/2020	\$5,172.18

— ▾ Documents & Images

Date Uploaded	File Type	Document Name
10/21/2020	Receipt	Receipt for transaction:2020-004183

— ▾ Upload Documents

This application requires all documents to be attached to a submittal. [Click Here](#) to Upload Documents.

[Submittals](#) | [Submit Excise Tax](#) | [Portal Home](#)



Receipt of payment. Note you will also receive an emailed summary receipt from Invoice Cloud when the online payment is complete.

Permit Center
City of Bend
P.O. Box 431
Bend, OR 97709

Mailed on October 21, 2020

RECEIPT

RECEIPT OF PAYMENT

NAME OF PAYER: [REDACTED]

DATE OF TRANSACTION: October 21, 2020

TRANSACTION NUMBER: 2020-004183 - 1436

Amount Tendered: \$4,678.18

Payment Details	Payment Method	Amount Tendered	Check Number
	e-Check	\$4,678.18	
	Payment Processor Service Fee	\$0.00	

List of Fees Paid:

Description of Fee	Reference Number	Amount Paid
Room Tax (10.4% of Net Sales)	LCSL2020([REDACTED])	\$4,678.18
TOTAL AMOUNT PAID		\$4,678.18

Thank you for your payment. Please contact 541-388-5580 or permitcenter@bendoregon.gov with any questions.



Pay Fees Later - Intermediaries

Customers may remit their tax information online and mail or drop off a payment to the Permit Center. All payments must be made by the due date, regardless of the date the remittance was made online, or interest and penalties may apply. If payment is received late, you will receive a separate invoice for penalties and interest that you can pay online.

To pay your fees later, either online, in person, or by mail, click **Submit without Paying Fees**.

▼ Fees

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	
Outstanding Fees	Amount	Paid	Owing	Date Paid
Room Tax (10.4% of Net Sales)	\$4,678.18	\$0.00	\$4,678.18	Not Paid
Totals:	\$4,678.18	\$0.00	\$4,678.18	

Your application will not be reviewed until all application fees are paid in full. For business registrations, the registration will not be completed until all application fees are paid in full.

Total Amount Payable Online:\$4,678.18

There are fees owing on this Licensing application. All fees must be paid before this submission will be accepted. Clicking the 'Submit Excise Tax and Pay Fees' button will submit your information and redirect you to the payment screen where you can pay your fees online.

Type the characters you see in the image below to continue.


Refresh

Previous Step: Uploads
Submit and Pay Fees

Submit without Paying Fees

Cancel



To pay fees online at a later time, sign into the portal, and click My Items, then expand the section under My Business Registration, Licensing & Temporary Sign Applications. To pay all available fees, click Add Fees to My Cart. To review the fees, click the highlighted reference number to open your application details.

Online Permit Center Portal

Font Size: + - Print

Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Items

This page lists all the applications and other items in which you are a contact.

[Click Here](#) to view the items in your shopping cart.

[Expand All / Collapse All](#)

— ▼ **My Business Registration, Licensing & Temporary Sign Applications** —

▼

Reference Number †	Name †	Address †	Status †	Date Created
LCSL202000398	Online Travel Site		Active	10/21/2020
<div style="display: flex; justify-content: space-around; margin-top: 5px;"> Add Fees to My Cart Submit Excise Tax </div>				



Once Fees are added to your cart, click My Shopping Cart (1).

Online Permit Center Portal

Font Size: [Print](#)

Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(1\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Items

This page lists all the applications and other items in which you are a contact.

[Click Here](#) to view the items in your shopping cart.

[Expand All / Collapse All](#)

— ▼ My Business Registration, Licensing & Temporary Sign Applications

Show Active ▼

Reference Number +	Name +	Address +	Status +	Date Created +
LCSL202000398	Online Travel Site		Active	10/21/2020

[Remove Fees from My Cart](#) [Submit Excise Tax](#)



Review the fees and click Make Payment. Follow the same payment instructions above.

Online Permit Center Portal

Font Size: [Print](#)

Welcome [REDACTED]

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(1\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Shopping Cart

▼ **LCSL202000398**

Please select the fees you wish to pay now by checking the "Pay" checkbox on [Remove Fees from My Cart](#) the fees below.

Select All Fees **Deselect All Fees**

Fee Type	Amount	Amount Paid	Pay?
Room Tax (10.4% of Net Sales)	\$5,172.18	\$0.00	<input checked="" type="checkbox"/>
Totals:	\$5,172.18	\$0.00	
Total Selected:	\$5,172.18		

Total Amount Owing: \$5,172.18

Total Selected Amount: \$5,172.18

Make Payment



Course: Online Permit Center – Room Tax Manual for Customers

Coverage: Course and documentation is based on CityView, version 2020.4.7.

Authors and Publisher

Community Development Department, City of Bend, Oregon

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Date: December 2020

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Ordering / Contact Information

City of Bend, permitcenter@bendoregon.gov

LR: 9/15/2020



Accommodation Information for People with Disabilities

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