

Room Tax Manual

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

Contents

Where to Start	2
REGISTRATION	3
Lodging Operator for Room Tax Remittance	3
Approved Certificate for Owners and Operators	22
Rejected Certificates for Owners and Operators	26
Lodging Intermediary for Room Tax Remittance	27
REMITTANCE	46
Remitting Your Taxes - Lodging Operators	46
Pay Fees Now	53
Pay Fees Later	62
Remitting Your Taxes - Lodging Intermediaries	67
Pay Fees Now - Intermediaries	74
Pay Fees Later - Intermediaries	



Where to Start

- 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 <u>http://www.bendoregon.gov/roomtax</u> for more information on the Room Tax program, including requirements for remitting taxes.
- 2. Create an Online Permit Center Portal account.
 - a. <u>Click here for a video</u> on how to register for an Online Permit Center Portal Account.
 - b. <u>Click here for a document</u> on how to register for an Online Permit Center Portal Account.
- 3. I am an owner/manager of a short term rental. Start with <u>Lodging Operator for Room Tax</u> <u>Remittance</u> for each property you own/manage. If you do not yet have a Short Term Rental license, review the requirements <u>here</u>. 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 <u>Lodging</u> <u>Intermediary for Room Tax Remittance</u>.



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.



Enter your credentials and click Login. If you do not currently have a Portal account, <u>click here</u> <u>for a video</u> on how to register for an Online Permit Center Portal Account. <u>Click here for a</u> <u>document</u> on how to register for an Online Permit Center Portal Account.

Online Permit Center P	Portal	
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Sign In / Register My Shopping Car	t (0) Portal Home Property Search Portal Help	
Welcome to	the City of Bend's Online Permit Center Port	al
With an account you will be able to do new applications, access application t	o more with the Online Permit Center Portal. Register cracking, request inspections and make payments on	er an account to submit line.
- * Login		
Email Address:*		
Password:*		
	Forgot your password?	
	Login	
 Create an Account 		
If you do not have an account, pleas	e click on <u>Create Account</u> 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			Font Size: 📑 🚍	Print
Welcome Sign Out My Account My Items	My Shopping Cart (<u>)) Portal Home</u> P	roperty Search	Portal Help	
Welcome to the City of Bend's Onl	ine Permit Center Po	rtal.			
First step: Be sure to complete Reg started. Resources are available to	istration for a user ac help you through the	count, and then ch process at the Por	oose a service a tal Help link abo	rea below to get we.	:
Returning Users with a Portal Acco check the status of your application	ount: Sign in to your P ns or inspections, resp	ortal Account. Ther oond to corrections	n click on the 'M , and upload ne	ly Items' link abo w items.	ve to
Need help getting started? Check o (FAQs), and other resources. You c Permit Center at City Hall during <u>b</u>	out our Portal Help lin an always receive in-p <u>usiness hours.</u>	k above for how-to person help by callir	guides, frequer ng 541-388-558	ntly asked quest 30 or visiting the	ions
Accommodation Information for F	People with Disabiliti	es			
To obtain this information in an alto contact the Permit Center at <u>perm</u>	ernate format such as itcenter@bendoregoi	: Braille, large print, <u>n.gov</u> or 541-388-5	electronic form 580, Relay User	nats, etc. please rs Dial 7-1-1.	
Code Enforce Submit a Ne Case Search	ement ew Complaint 1		Building, Perm Estimates Apply, Request an In: Application Se Upload Submi Application	anent Signs & SD spection earch ittals to Existing	ic
Engineering Apply	& Agreements		Special Event, Fire Request	Noise Variance o	r
Application Application	Inspection Search mittals to Existing		Apply Request an In: Application Se Upload Submi Application	spection earch ittals to Existing	
Planning & H	listoric		Business Regis Temporary Sig	tration, Licensing	3&
Apply Application Upload Sub Application	Search mittals to Existing		Apply Business Sear Upload Submi Application Submit Excise Renew a Regis	<u>ch</u> ttals to Existing Tax stration or Licen	<u>se</u>

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.

	iess name for your remai, you can enter your remai address.
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: Step 2: Business Name Classificatio	ns Classification Owner Contact
	Details Information
Step 6: Step 7:	Sten 8: Sten 9: Sten 10:
Additional Location	Upload Files Review & Submit Submitted
Busine	ss License Application - Basic Information
Requir	ed information is indicated with an asterisk (*).
The application is not submitted un	il 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 Busiliess	
Business Name:	My Vacation Rental
	Limit 100 characters
Choose the Licensing type:	
choose the Electioning type.	
Please describe what your	•
business does:	
	Business Registration
	Specialty Licenses and Program
Cancel	Next Sten: 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			Fact Size:	
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Welcome Sign Out My Account My Items My Shopp	oing Cart (0) Portal H	Iome Property Search	h Portal Help	
Step 1: Step 2: Classifications	Step 3: Classification Details	Step 4: Owner	Step 5: Contact Information	
Step 6: Step 7: Additional Location Contacts	Step 8: Upload Files	Step 9: Review & Submit	Step 10: Submitted	
Business Licen	se Application - Ba	sic Information		
Required inform	nation is indicated wit	th an asterisk (*).		
The application is not submitted until all infor on the Summary Tab. If you exit the process a the system. — * Description of Business	rmation is collected a ny time before then, 1	nd you press the "Subr there will be no record	mit Application" b I of the applicatio	n in
Business Name:* My Va Limit 100	acation Rental Ocharacters			
Choose the Licensing type:* Specia	alty Licenses and Prog	gram	¥ @)
Please describe what your* short business does:	term rental house			
Limit 400	0 characters		/3	
* Specialty License Details				
Doing Business As:				
Are you applying for?:			~	
* Emergency Contact				
Emergency Contact (Name, Email, Phone, Mailing Address, City, State, Zip):				
Cancel	t Step: Classifications	Þ		



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

Online Permit	Center Porta	al			
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Welcome Sign Out My Accou	nt My Items My Sho	<u>pping Cart (0)</u> Portal	Home Property Search	h 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 Lic	cense Application -	Classifications		
	Required info	rmation is indicated w	ith an asterisk (*).		
– * Please select of	one or more classifica	ations that apply to y	our business		
Search for classifi	ications				
😨 🗆 Land Dev	elopment Sign Registr	ration		A	
🛛 🗹 🖸 Lodging li	ntermediary for Room	Tax Remittance			
😨 🗹 Lodging C	Operator for Room Tax	Remittance			
🛛 🔍 🗆 Marijuan	a Business - Processor				
😨 🗆 Marijuan	a Business - Producer				
💿 🗆 Marijuan	a Business - Retail				
😨 🗆 Marijuan	a Business - Testing				
🕜 🗆 Marijuan	a Business - Wholesal	e		-	
Previous Ste	p: Business Name 🚺	ext Step: Classification	Details D		



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

Online Permit Center P	ortal			
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Welcome Sign Out My Account My Items M	I <u>v Shopping Cart (0)</u> Portal H	lome Property Search	n <u>Portal Help</u>	
Step 1: Step 2: Classification	s Step 3: Classification Details	Step 4: Owner	Step 5: Contact Information	
Step 6: Step 7: Additional Contacts	Step 8: Upload Files	Step 9: Review & Submit	Step 10: Submitted	
Business	License Application - Clas	sification Details		
 * Lodging Operator for Room 1 	ax Remittance			
Type of Business:*			\odot	
	B&B			
Previous Step: Classification	5			
	Boarding House			
	Hotel/Motel			
	House			
	RV Park			
Cat la Tauch	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 Cen	tor Portal			
Online Fernin Cen	ter Forta			
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Welcome				
Sign Out My Account My I	tems My Shopp	ing Cart (0) Portal I	Home Property Searc	h <u>Portal Help</u>
Charles Star	·	61 0	Store &	Star 5
Business Name Clas	sifications	Classification	Owner	Contact Information
<i>(</i>		Decans	(
Step 6: Step Additional Loca Contacts	o7: ation	Step 8: Upload Files	Step 9: Review & Submit	Step 10: Submitted
	Business Licer	se Application - E	Business Owner	
	Required inform	nation is indicated w	ith an asterisk (*).	
Use this page to indicate the	Business Owne	r or Responsible Pa	rty, as applicable. Cont	tacts on an application
will be able to view and pay	fees, renew a lic	ense, and see additi	onal status details.	
Use my name and add	dress			
	-			
	Bend	OR 97703		
	Prima	irv:		
○ Search the address b	ook			
Search for a n	erson			
Search for a p	Begin typ	ing a name and/or addres	s above and we will search th	he address book
	for a mat from the	ching contact. If the corre ist.	ct name and address appear:	s, please select it
Previous Step: Classification	on Details 🛛 Neo	t Step: Contact Infor	mation 👂	



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 P	ortal		Font Size: 👩 🚍 🌰 <u>Print</u>
Welcome Sign Out My Account My Items M	y Shopping Cart (0) Portal	Home Property Searc	h Portal Help
Step 1: Step 2: Classification:	s Step 3: Classification Details	Step 4: Owner	Step 5: Contact Information
Step 6: Step 7: Additional Contacts	Step 8: Upload Files	Step 9: Review & Submit	Step 10: Submitted
Business I Require Please enter the mailing address and	License Application - Co d information is indicated w contact numbers for your b	ntact Information ith an asterisk (*). usiness. Corresponden	ce with your business
will be sent here.	Copy from the Busines	ss Owner	
Search for a person:	-OF- Begin typing a name and/or addres for a matching contact. If the corre from the list.	ss above and we will search ti cct name and address appear	he address book s, please select it
— * 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* Cont	ontact number is requi	red)
Previous Step: Owner	Next Step: Additional Co	ontacts	



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

Online Permit	: Center Porta	I		Font Size: 💽 🚍 🖕 <u>Print</u>
Welcome Sign Out My Accourt	nt My Items My Shop	ping Cart (0) Portal H	Home Property Search	h 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
Trac	Business Licens	e Application - Ado	ditional Contacts	
Business Owner / Responsible Parts	Contact / y			
Add Business From Use this page to india will be able to view a Previous Step: Cor	m Address Book cate the Business Own and pay fees, renew a li	er or Responsible Par cense, and see additio	ty, as applicable. Cont mal status details.	acts on an application

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









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

Online Permi	t Center Porta	I		
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Welcome John Q Po	ublic unt <u>My Items</u> <u>My Shop</u>	<u>ping Cart (0)</u> Portal F	Home Property Search	h 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 Licens	se Application - Up	load Documents	
Note: This step is op	otional. Documents may	be uploaded at a later on the main page.	time from the Upload	Submittals link located
Guidelines	For Electronically S	Submitting Docur	nents:	
- • Current Subm	nittal			
Submittal #1)	License Application Su	ıbmittal (11/06/202	0) Prin	t Requirement Items
Туре		Status	Dat	te Verified
Ther	e are no required submit	ttal items.		
The land Addition	in a Damarata			
Select any doo	cuments you wish to prov	vide: Browse		
	,,	browsen		
Provide a sh documents:	ort description of this se	et of		
				1
			_	
Previ	ous Step: Location Ne	xt Step: Review & Sub	mit	



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

	Submittal #1) License Application Submitta	l (09/04/2020)	Print Requirement Item
	Туре	Status	Date Verified
	There are no required submittal item	s.	
	Reminder		
We the iten beg	strongly encourage customers to upload all requir time of application. If you are unprepared to uploa ns at this time, you may still submit the application in until an application is deemed complete and init	red submittal documents at ad all required submittal b, however, reviews will not tial application fees are paid.	
		Ok	
		Ok	
		OK	



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

Online Permit Center P	Portal Font Size: 💽 🚍 👜 <u>Print</u>
Welcome Sign Out My Account My Items N	<u>Ay Shopping Cart (0)</u> Portal Home Property Search Portal Help
Step 1: Business Name Step 2: Classification	ns Step 3: Step 4: Step 5: Classification Owner Contact Details Information
Step 6: Step 7: Additional Location	Step 8: Upload Files Step 9: Review & Submit Step 10: Submitted
Busines Please review the information below application.	ss License Application - Review & Submit v and if it is correct, press the submit application button to submit your
 Turbustice Turbustice	
Business Name:	My Vacation Rental
Contacts:	Business Owner / Responsible Party j, 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 Det	tails
have been	and the second sec



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.

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:
applicable City standar that the granting of an	rds, regulations, and requirements, and understand <u>a permit, license, or other approval does not negate</u> <u>increased to complement to complete the standard</u>
applicable City standa that the granting of ar or supersede the requiregulations, and required or other approval may applicable standard, re- omissions related to the IAgree	rds, regulations, and requirements, and understand by a permit, license, or other approval does not negate irement to comply with applicable standards, rements. Finally, I understand that a permit, license, be subject to revocation for non-compliance with any egulation, or requirement, or any inaccuracies or his application or other submitted materials.
applicable City standa that the granting of ar or supersede the requi- regulations, and requi- or other approval may applicable standard, re- omissions related to the IAgree	image below to continue.



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 P	Portal	
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Sign Out My Account My Items N	4y Shopping Cart (0) Portal Home Property Sea	rch Portal Help
Step 1: Step 2: Business Name Classification	is Step 3: Step 4: Classification Owner Details	Step 5: Contact Information
Step 6: Additional Contacts	Step 8: Step 9: Upload Files Review & Submit	Step 10: Submitted
Bus	iness License Application - Submitted	
Г	Application Number: LCSL202000295	
Print This Page		
Thank you for your application Plea	se note that your application will not be processed	until the application fee
has been paid. For business registrat	ions with a verified physical location, your registra	ation will be completed
upon payment. For business registra your application fees are paid, you ca	tions requiring address verification and all other li an expect your application to be reviewed for com	icense applications, once pleteness within 3
business days.		
- • Business Information-		
Business Name:	My Vacation Rental	
License Type:	Specialty Licenses and Program	
Contacts:	Address:710 NW WALL ST, Bend, C	DR, 97703,
	Phone:	
	Emergency Contact	
	, Address:710 NW WALL ST, Bend, (Phone:	DR, 97703,
Locations:	Address 710 NW WALL ST. Bend. OR 97703	
	Property 171232CA05700	
Purpose/Description of Business:	short term rental house	1
Classifications:	Lodging Operator for Room Tax Remittance	A STATE A
* Specialty License Details		
Doing Business As:		
Are v ing for?	an one man	man mark



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: 🖪 🗖 🍯 <u>Print</u>
Welcome Sign Out My Account My Items My Shopping Cart (0) Portal Home Property Se	arch 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	
NAME Building Descrit Description & CDC Febicate Applications	

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

Online Permit Center Portal						
			F	ont Size: 🔳 🚍	Print	
Welcome						
Sign Out My Account My	y Items My Shopping C	Cart (0) Portal Home Prop	erty Search P	ortal Help		
		My Items				
This page lists all the applica	ations and other items i	n which you are a contact.				
Expand All / Collapse All						
 My Business Registra 	ation, Licensing & Ten	nporary Sign Applications				
			Show A	ctive	~	
Reference Number *	Name *	Address *	Status *	Date Create	d	
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.

Dhline Permit Center P	Portal			
				Font Size: 📳 📄 🛛 🎂 <u>Prin</u>
Welcome Sign Out My Account My Items N	<u> My Shopping Cart (</u>	<u>)) Portal Home</u>	Property Search	<u>Portal Help</u>
	License Appl	ication Status		
You will only be able to view fees if yo Expand All / Collapse All	ou are a contact on	the Licensing appl	ication.	
Note: You can collapse and expand indiv	idual sections by clic	king the header of th	e section you wis	h to collapse/expand.
 	/			
Application Number:	LCSI 202000295			Edit License Details
Business Name:	My Vacation Rent	al		
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	•		
	ł			
Contact Numbers:	Primary:			
* Locations				
Locations:	Address			
	710 NW WALL ST	<u>, Bend, OR 97703</u>		
	Property 171232CA05700			
- • Contacts				
Business Owner / Responsible Party:	Add Phone:	ress:710 NW WAI	LL ST, Bend, OR	, 97703,
Emergency Contact:	, Add Phone:	ress:710 NW WAI	LL ST, Bend, OR	, 97703,
▼ Issuances				
	Date Issued	Date Expires	Status	Number
Туре	Date Issueu	DUCCEADINGS		



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 Ce	enter Portal					
				F	ont Size: 💿 🚍	Print
Welcome Sign Out My Account	My Items My Shopping (<u>Cart (0)</u> Portal Home Prop	erty S	earch P	ortal Help	
		My Items				
This page lists all the appli	cations and other items i	in which you are a contact.				
Expand All / Collapse All						
 My Business Regist 	ration, Licensing & Ter	nporary Sign Applications	;			
				Show A	ctive	~
Reference Number *	Name *	Address *	Stat	us ‡	Date Create	d
LCSL202000295	My Vacation Rental	710 NW WALL ST, Bend, OR 97703	Activ	ve	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.

Туре	Date Is	sued	Date Exp	ires	Status		Number
Lodging Operator	10/09/	2020			Issued		RTLO202006512
• Submittals							
Name		Туре				Statu	s
2 Licensing Change of Information 10/09/2020		Licensing	Change of	Informa	tion	Pendi	ing
1 License Application Submittal 10/09/2020		License A	pplication S	Submitt	al	Subm	ittal Accepted
* Reviews				Est Co	mpletion	(Completed
Review Type	Outo	come		LSG CU	mpiction		compieceu
Review Type Transient Room Tax Registratic Review	Outo	roved		10/19/	2020	1	10/09/2020
Review Type Transient Room Tax Registratic Review Reviewe	Outo on Appr er:	come roved En	nail: N/A	10/19/	2020	1	10/09/2020
 Review Type Transient Room Tax Registration Reviewe Reviewe Excise Tax Room Tax Tax Information Filing Quarter Gross Sales Documents & Images 	Outo on Appr r: Total E	come roved En Excluded Amount	nail: N/A Net Sa	10/19/	Postma Da	irk E:	xcise Tax Amount
Review Type Transient Room Tax Registratio Review Reviewe Excise Tax Room Tax Tax Information Filing Quarter Filing Quarter Filing Quarter Filing Quarter Filing Quarter Filing Quarter File Type	Outo n Appr r: Total E	come roved En Excluded Amount	nail: N/A Net Sa Documen	les t Name	Postma	rk E:	xcise Tax Amount
Review Type Transient Room Tax Registratio Review Reviewe Excise Tax Room Tax Tax Information Filing Quarter Filing Quarter Filing Quarter Filing Quarter Cocuments & Images The type Reviewe Cocuments Cocuments Cocuments Cocuments Cocuments The type Cocuments Cocu	Outo n Appr r: Total E	come roved En Excluded Amount	nail: N/A Net Sa Documen <u>Certificate</u>	les t Name	Postma Da	rk E	xcise Tax Amount
Review Type Transient Room Tax Registratio Review Excise Tax Room Tax Tax Information Filing Quarter Gross Sales Documents & Images Ate File Type Uploaded 0/09/2020 License Upload Documents	Outo on Appr r: Total E	come roved En Excluded Amount	nail: N/A Net Sa Documen <u>Certificate</u>	les t Name	Postma Da	ark E:	xcise Tax Amount

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

	Licensing Programs	CERTIFICATE OF AUTHORITY
	City of Bend P.O. Box 431 Bend, OR 97709	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. DISPLAY IN A CONSPICUOUS PLACE.
Bend, OR 97703		Name: Bend Vacation Rental Home Address: Date Issued: October 21, 2020 Certificate Number: LCSL202000399
		Issued By: Tax Administrator

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

Filing Quarter	Gross Sales	Total Excluded Amount	Net Sales	Postmark Date	Excise Tax Amount
' Documents &	Images				
ate File	Туре		Document Nam	e	
0/09/2020 Lice	ense		Certificate of Au	<u>uthority</u>	
* Upload Docur	nents		-		
This application	requires all docu	ments to be attached	d to a submittal. (Click Here to U	pload Documents.

 \bigcirc

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

0	nline Permit Co	enter Portal			Fe	ont Size: 🖝 🚍	e Print
Welcome Sign Out My Account My Items My Shopping Cart (0) Portal Home Property Search Portal Help							
			My Items				
т	his page lists all the appli	cations and other items i	n which you are a contact.				
E	xpand All / Collapse All						
ſ	* My Business Regist	ration. Licensing & Ten	nporary Sign Applications				
1	.,				Show A	ctive	~
					Show A	Clive	•
	Reference Number *	Name *	Address *	Stat	us *	• Date Create	
	LCSL202000295	My Vacation Rental	710 NW WALL ST, Bend, OR 97703	Acti	ve	09/04/2020	
6	Submit Excise Tax	>					



Rejected Certificates for Owners and Operators

My registration was rejected. What next? Contact us at <u>roomtax@bendoregon.gov</u> 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 <u>Short</u> <u>Term Rental program website</u> 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.



Enter your credentials and click Login. If you do not currently have a Portal account, <u>click here</u> <u>for a video</u> on how to register for an Online Permit Center Portal Account. <u>Click here for a</u> <u>document</u> on how to register for an Online Permit Center Portal Account.

Online Permit Center P	Portal	
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Sign In / Register My Shopping Cart	t (0) Portal Home Property Search Portal Help	
Welcome to t	the City of Bend's Online Permit Center Porta	al
With an account you will be able to do new applications, access application t	o more with the Online Permit Center Portal. Registe racking, request inspections and make payments onl	er an account to submit ine.
— * Login		
Email Address:*		
Password:*		
	Forgot your password?	
	Login	
Create an Account		
If you do not have an account, pleas	e click on <u>Create Account</u> to Ceate one.	



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





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

Online Permit Center P	ortal	-		
			Font Size: 💿 🚍	Print
Welcome Sign Out My Account My Items M	ly Shopping Cart (0) Portal I	Home Property Search	Portal Help	
Step 1: Business Name Classification:	s Step 3: Classification Details	Step 4: Owner	Step 5: Contact Information	
Step 6: Step 7: Additional Location Contacts	Step 8: Upload Files	Step 9: Review & Submit	Step 10: Submitted	
Busines	s License Application - Ba	asic Information		
Require	d information is indicated wi	th an asterisk (*).		
The application is not submitted unti on the Summary Tab. If you exit the p the system. — * Description of Business	l all information is collected a rocess any time before then,	and you press the "Subn there will be no record	nit Application" bo of the application	utton Lin
Business Name:*	Lodging Intermediary - On	line Room Rentals		
	Limit 100 characters			
Choose the Licensing type:*			v 0	
Please describe what your* business does:				
	Business Registration			
	Specialty Licenses and Prog	gram		
Cancel	Next Step: Classification	s		

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.

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'elcome gn Out My Account My Items My	Shopping Cart (0) Portal I	Home Property Searc	h <u>Portal Help</u>	
tep 1: Usiness Name Step 2: Classifications	Step 3: Classification Details	Step 4: Owner	Step 5: Contact Information	
Step 6: Step 7: Additional Location Contacts	Step 8: Upload Files	Step 9: Review & Submit	Step 10: Submitted	
Business	License Application - Ba	asic Information		
Required	information is indicated wi	th an asterisk (*).		
e application is not submitted until a the Summary Tab. If you exit the pro e system. • Description of Business	Il information is collected a cess any time before then,	and you press the "Sub there will be no record	mit Application" b d of the application	utton n in
Business Name:*	Lodging Intermediary - On mit 100 characters	line Room Rentals		
Choose the Licensing type:*	Specialty Licenses and Pro	gram	v @)
Please describe what your* business does:	Online retailer for vacation	n room rentals		
Li Li	mit 4000 characters			
<u>Specialty License Detail</u>	ē			
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.

nline Permit	Center Porta	al								
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Welcome Sign Out My Accourt	nt <u>My Items</u> <u>My Sho</u>	<u>pping Cart (0)</u> Portal I	Home Property Search	<u>Portal Help</u>						
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 Lic	ense Application - (Classifications							
Required information is indicated with an asterisk (*).										
 Please select of 	one or more classifica	tions that apply to y	our business							
Search for classifi	cations									
Land Development	elopment Sign Registr	ation								
😨 🗹 Lodging Ir	ntermediary for Room	Tax Remittance								
Lodging Operator for Room Tax Remittance										
Marijuana Business - Processor										
Marijuana Business - Producer										
🔞 🗆 Marijuana	a Dusiness - Frouucei			🐵 🗆 Marijuana Business - Retail						
 Marijuana Marijuana 	a Business - Retail									
 Marijuana Marijuana Marijuana Marijuana 	a Business - Retail a Business - Testing									



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 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 Porta	al					
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Welcome							
Sign Out My Accoun	t <u>My Items</u> <u>My Sho</u>	ppingCart(0) Porta	Home Property Searc	<u>h</u> Portal Help			
Step 1:	Step 2:	Step 3:	Step 4:	Step 5:			
Business Name	Classifications	Classification Details	Owner	Contact Information			
Step 6: Additional Contacts	Step 7: Location	Step 8: Upload Files	Step 9: Review & Submit	Step 10: Submitted			
	Business Lic	ense Application -	Business Owner				
	Required info	rmation is indicated v	vith an asterisk (*).				
Use this page to indic	Use this page to indicate the Rusiness Owner or Responsible Party as applicable. Contacts on an application						
will be able to view ar	nd pay fees, renew a	license, and see addit	ional status details.	acto on an application			
Use my name a	and address						
	Bei	nd OR 97703					
	Pri	mary:					
O Course have a date	and here by						
⊖ Search the add	ress Dook						
Search	Begin:	voing a name and/or addre	ess above and we will search ti	he address book			
	for a m from t	atching contact. If the con he list.	ect name and address appear	rs, please select it			
Previous Step: Class	sification Details 🚺	lext Step: Contact Info	ormation				



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 P	Portal		Font Size: 💽 📑 🌰 Print
Welcome Sign Out My Account My Items M	<u> 1y Shopping Cart (0)</u> Portal	Home Property Searc	h Portal Help
Step 1: Step 2: Classification	s Step 3: Classification Details	Step 4: Owner	Step 5: Contact Information
Step 6: Step 7: Additional Location Contacts	Step 8: Upload Files	Step 9: Review & Submit	Step 10: Submitted
Business Require	License Application - Co	ntact Information ith an asterisk (*).	ce with your husiness
will be sent here.	Contact numbers for your o	usiness. Con esponden	CE With your business
Search for a person:	-OF- Begin typing a name and/or addre for a matching contact. If the corre from the list.	ss above and we will search t ect name and address appear	he address book s, please select it
— * Mailing Address and Contact	t Numbers		
Preferred Contact Method:*			~
Street Address:*			
Address Extra Line 1:			
City/State/Zin:*		~	
Email Address:*	۲		
Contact Number(s):	Type* Cont (*Please note: at least one of	tact Number* Ext.	red)
Previous Step: Owne	er (Next Step: Additional C	ontacts	

IN THIS SECTION. ENTER AUDITIONAL CONTACTS AS NECESSARY AND CITCK NEXT STED. LOCAT	In t	this section	enter additional	contacts as necessary	v and click Next Ste	p: Locatio
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Online Perm	nit Center Porta	al	<u>.</u>			
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Welcome						
Sign Out My Acc	ount Myltems MySho	<u>pping Cart (0)</u> Portal H	Home Property Search	h 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 - Additional Contacts						
Туре	Contact					
Business Owner / Responsible Party						
Add Business F	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, serving a license, and see additional status details						
will be able to view and pay fees, renew a license, and see additional status details.						
Previous Step:	Contact Information (ext Step: Location)			


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

Online Perm	it Center Port	al		Font Size: 🚯 🚍 🐞	Print
Welcome Sign Out My Acco	ount <u>My Items</u> <u>My She</u>	opping Cart (0) Port:	al Home Property Searc	<u>ch</u> <u>Portal Help</u>	
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 Licer	nse Application - Lo	ocation of Business		
Enter the address r Business Registrati application and res	ior your business's pnys ion: If you do not have a spond Yes to "Doing Bus	ical location in the Cr physical location wit iness in Bend with no	ty of Bend. hin City limits, go back t physical address?."	o Step 1 of this	
All other applicatio Map tools below. T	ons: Enter the location for o select more than one	or the subject proper location, click 'Add Ar	ty in the City of Bend by nother Location'.	using the Search or	
Note: If the location address or tax lot n during application	n is not found using tho: 1umber (e.g. 171232CA/ review.	se tools, please select 05700). City staff wil	t 'Can't find address?' an I review and confirm the	d enter the street property location	
	Ē	ind location in Map			
Sea	arch for address: Begin existir from t	typing a street address or ng locations within the juri the list.	Tax Lot Number above and we sdiction. If your location appea	a will search ars, please select it	
	F	Find Locations Near	Me		
	2	an't find address?			
The location yo	u have selected:				
			Add Ar	nother Location	
Previous Step: /	Additional Contacts 📹	Next Step: Upload File	s		



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

	nit Center Po	ortal		
				Font Size: 🖬 🚍 🐞 g
Welcome Sign Out My Ac	count Myltems My	Shopping Cart (0) P	ortal Home Proper	ty 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 & S	ubmit Step 10: Submitted
	Business L	icense Application	- Upload Docum	ents
Note: This step i	s optional. Documents	s may be uploaded at a on the main p	a later time from the age.	e Upload Submittals link located
* Guideline	es For Electronica	ally Submitting D	ocuments:	
Subm Acce	nitted documents sho pted file extensions:	uld be under 40MB in	size.	
• Reco	pdf,dwg,jpg,jpeg,png mmended naming cou	, tif, xlsx, xls, wav, mp4	,mov	
0	The filename should r	match the submittal	item title it is uplo	aded to below (e.g.
•	Keep filename consist	tent.	10db	
	200 (0. 0.00)	-mle	V 0	
		(a)		
— * Current Su	ıbmittal			
	#1) License Applicati	ion Submittal (09/04	4/2020)	Print Requirement Items
Submittal				
Submittal		S	tatus	Date Verified
Submittal # Type	There are no required s	submittal items.	tatus	Date Verified
Submittal # Type	here are no required s	submittal items.	tatus	Date Verified
Submittal : Type	There are no required s	submittal items.	tatus	Date Verified
Submittal #	^t here are no required s ditional Documents documents you wish t	submittal items.	tatus	Date Verified
Submittal a	There are no required s Iditional Documents documents you wish t	submittal items.		Date Verified
Submittal a Type T Upload Ad Select any Provide a	There are no required s Iditional Documents documents you wish t	submittal items.		Date Verified
Submittal a Type T Upload Ad Select any Provide a documen	There are no required s Iditional Documents documents you wish t i short description of t ts:	submittal items.	tatus 	Date Verified
Submittal a	There are no required s Iditional Documents documents you wish t a short description of t its:	submittal items.	tatus	Date Verified
Submittal a	There are no required s Iditional Documents documents you wish t a short description of t its:	submittal items.	tatus 	Date Verified



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

	Submittal #1) License Application Submitta	l (09/04/2020)	Print Requirement Item
	Туре	Status	Date Verified
	There are no required submittal item	s.	
	Reminder		
We the iten beg	strongly encourage customers to upload all requir time of application. If you are unprepared to uploa ns at this time, you may still submit the application in until an application is deemed complete and init	red submittal documents at ad all required submittal b, however, reviews will not tial application fees are paid.	
		Ok	
		Ok	
		OK	



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

Online Permit Cente	r Portal	Font Size: 💽 📑	Print
Welcome Sign Out My Account My Item	s <u>My Shopping Cart (0)</u> Portal Home	Property Search Portal Help	
Step 1: Business Name Step 2: Classific	ations Step 3: Step 3: Ov Classification Ov Details	p 4: Step 5: Iner Information	
Step 6: Step 7: Additional Location Contacts	Step 8: Upload Files Re	p 9: View & Submit Submitted	
Bus Please review the information b application.	iness License Application - Review elow and if it is correct, press the submit	& Submit application button to submit you	r
 Business Information 			
Business Nar License Ty Conta	ne: Lodging Intermediary - Online Roo pe: Specialty Licenses and Program ts: Business Owner / Responsible Part	m Rentals Y	
Locatio Purpose/Description Busine Classificatio	ns: of Online retailer for vacation room ross: ns: Lodging Intermediary for Room Tax	entals Remittance	
cussiliare			
— * Specialty License Details			
Doing Business Are you applying fo	As: vr?:		
 Temergency Contact 			
Emergency Contact (Nat Email, Phone, Mailing Addre City, State, Z	ne, iss, ip):		
— • Additional Classification	Details		
Lodging Intermediary Type of Busine Project Script	for Room Tax Remittance: ss: Online Retailer		and por



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 Det	ails	-
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:		
information provided i applicable City standar that the granting of an or supersede the requir regulations, and requir or other approval may applicable standard, re omissions related to th	s current and accurate. I agree to comply with all rds, regulations, and requirements, and understand by a permit, license, or other approval does not negate irement to comply with applicable standards, rements. Finally, I understand that a permit, license, be subject to revocation for non-compliance with any egulation, or requirement, or any inaccuracies or his application or other submitted materials.	
I Agree	:* 🗹	
Type the characters you see in the	image below to continue.	
Previous Step: Upload File	s 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.





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

С	Inline Permit Center Portal		
		Font Size: 🖶 🚍	Print
_	Welcome Sign Out My Account My Items My Shopping Cart (0) Portal Home Property Search	<u>Portal Help</u>	
	My Items		
٦	his page lists all the applications and other items in which you are a contact.		
E	Expand All / Collapse All		
	My Business Registration, Licensing & Temporary Sign Applications		
	• My Code Enforcement Complaints		
	My Contractor Registration Applications		
	M. Building Denvik Dermonent Class C. CDC Estimate Applications		

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

Online Permit C	enter Portal				
			F	ont Size: 🔳 🚍	Print
Welcome					
Sign Out My Account	My Items My Shopping C	Cart (0) Portal Home Prop	erty Search P	ortal Help	
		My Items			
This page lists all the appli	ications and other items i	n which you are a contact.			
		,			
Expand All / Collapse All					
 My Business Regist 	tration, Licensing & Ten	nporary Sign Applications	-		
			Show A	ctive	~
Reference Number *	Name *	Address *	Status *	Date Create	:d
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.

nine Permit Center P	ortal			
				Font Size: 💽 🚍 🛑 <u>Print</u>
Velcome ign Out My Account My Items N	Ay Shopping Cart	(<u>0)</u> Portal Home	Property Search	<u>Portal Help</u>
	License App	lication Status		
ou will only be able to view fees if yo cpand All / Collapse All	ou are a contact or	the Licensing appli	cation.	
lote: You can collapse and expand indiv	idual sections by clie	king the header of th	e section you wis	h to collapse/expand.
* License Application Summary	/			
				Edit License Details
Application Number:	LCSL202000411			
Business Name:	Lodging Intermed	diary - Online Room	Rentals	
License Type:	Specialty License	s and Program		
Application Status:	New			
Description of Business:	Online retailer fo	r vacation room re	ntals	
Mailing Address:	710 NW WALL S Bend OR 97703 United States	Т		
Contact Numbers:				
* Contacts				
Business Owner / Responsible Party:				
Emergency Contact:				
 Issuances 				
Туре	Date Issued	Date Expires	Status	Number



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 C	enter Portal				
				Font Size: 🖪 🔳 👜	Print
Welcome	My Items My Shopping (Cart (0) Portal Home Prop	erty Search	Portal Help	
		My Items			
This page lists all the appl	ications and other items	in which you are a contact.			
Expand All / Collapse All					
 My Business Regist 	tration, Licensing & Ter	mporary Sign Applications			
			Show	Active 🗸	
Reference Number *	Name *	Address *	Status *	Date Created	
LC5L202000411	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 Co	enter Portal		F	ont Size: 💽 🚍 🎂 <u>P</u>	Print
Welcome Sign Out My Account	My Items My Shopping C	<u>Cart (0)</u> Portal Home Prop	erty Search P	ortal Help	
		My Items			
This page lists all the appli	cations and other items i	n which you are a contact.			
Expand All / Collapse All					
 * My Business Regist 	tration, Licensing & Ten	nporary Sign Applications			
			Show A	ctive 🗸	
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	>				
			I		



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 Ce	nter Portal
	Font Size: 💽 🚍 🍓 Print
Welcome	
Sign Out My Account M	vitems MyShoppingCart(0) Portal Home PropertySearch Portal Help
Step 1:	Sten 2: Sten 3: Sten 4:
Tax Types	Gross Sales Unit Sales Unit Sales Quantities
Step 5: Uploads	Step 6: Review & Submit Submitted
	Excise Tax - Select Tax Types
	LCSL202000295
	Required information is indicated with an asterisk (*).
— • Please choose the e	xcise tax types you wish to submit.
Search for tax types	
- Room Tax	
D	
and the second second	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 <u>roomtax@bendoregon.gov</u> to request an amended retum, 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. <u>Monthly Rent (30 consecutive days or more)</u>: a dwelling unit that is leased or otherwise occupied by the same person for a consecutive period of 30 days or more.
- <u>Rent from authorized Federal employees</u>: 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 <u>bendoregon.gov/roomtax</u> for the required forms and more information.
- 3. <u>Rent from transient lodging intermediaries</u>: 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	x - Gross Sa	les			
LCSL202000295						
Required	d information is	indicated wit	:h ar	n 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 adde	ed togethe	r a	s '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: U	Jnit 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.

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n Out My A	Account My Items My	y Shopping Cart (0)	Portal Home Proper	ty Search Portal Help	
e p 1: x Types	Step 2: Gross Sales	Step 3: Uploads	Step 4: Review & S	ubmit Step 5: Submitted	
		Excise Tax - Uploa	d Documents		
No	te: This step is optional	l. However, you may	select any documents	you wish to upload.	
<u>Guidelii</u>	nes For Electronic	ally Submitting	Documents:		
• Sub	mitted documents sho	ould be under 40MB	in size.		
 Acc o 	epted file extensions: pdf,dwg,jpg,jpeg,pn	: g,tif,xlsx,xls,wav,mj	p4,mov		
• Rec	ommended naming co Keep filename consis	onventions: stent.			
0 0	Avoid the use of non- Avoid inappropriate l	-friendly filenames. language in filename	(ex. k9dk38fj3.pdf) es.		
Roc	om Tax Remitters				
Roo Exe	m Tax Remitters may mption Certificate an	upload required doo d acceptable attach	uments here. The signment (as noted in th	gned Government e form) are ONLY	
req aut	uired for Room Tax Re horized Federal emplo	mitters who have er oyees.	ntered an exemption	for Rent from	
Plea	ase see <u>http://www.b</u>	endoregon.gov/rooi	mtax to download th	e form, or contact the	
roo	/ of Bend Finance Dep mtax@bendoregon.gov	artment - Room Tax <u>v</u> or 541-388-5509.	for more informatio	n at	
Fra Fra	nchise Tax Remitters	; nav upload a report	of gross revenues as	required by City code or	
agr or 5	eement. Contact the (41-323-5989 for more	City of Bend Finance information.	Department at acco	unting@bendoregon.gov	
All	Others				
For	all other tax remitter	rs, please continue t	to the next step.		
lf y Ben	ou do not wish to uplo Id Finance Departmen	ad documents here t, PO Box 1458, Ben	, please mail require d, OR	d documents to City of	
Once you located a	i have chosen the file t the bottom of the p	es you wish to uploa page to complete yo	ad, please click the our submission.	'Next Step' button	
• Upload A	dditional Documents	s			
Select an	y documents you wish	to provide. Brow	se		
docume	a short description of ents:	this set of			



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

Fo⊢all other tax remitters, please con	tinue to the next scop.	
If you do not wish to upload document Bend Finance Department, PO Box 145	ts here, please mail required d 58, Bend, OR	ocuments to City of
Once you have chosen the files you wish t located at the bottom of the page to comp	o upload, please click the 'Ne: olete your submission.	xt Step' button
Upload Additional Documents		
Select any documents you wish to provide:	Browse	
Provide a short description of this set of documents:		
Drawinus Stony Cross Salas Next Ston	Daviour & Submit	

Click Ok at the Reminder message.

	-
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: Gross Sales Next Step: Review & Submit	



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 Total Excluded Filing Month Gross Sales Net Sales Postmark Date Excise Tax Amount 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 \$24.70 \$0.00 \$24.70 Not Paid Sales) 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 Pavable Online:\$24.70 born are fees owing on this Licensing application. All fees must be paid before this submission will be Trene SUL SUL-



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.

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

란 Refresh

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	t <u>My Items</u> <u>My Shopping Cart (1)</u>	Portal Home Proper	ty Search Portal Help	
	My Shoppin	ng Cart		
* L COL 2020C	LCSL20200	DC		
- * LCSL20200				
	Fee Туре	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.

ayment Options	Payment Information Review Payment		
How would yo	u like to pay?	Payment Summary	
		Invoice #	Amount
redit/Debit Card Payments: 2.	.95% of total, \$1.95 minimum	1433	\$24.70
ieculonic Funds Transfer (é-cl	neckj: No service tee	SUBTOTAL	\$24.70
Credit/Debit Card	${\boldsymbol{ \bigcirc}}$	GRAND TOTAL	\$24.70
Credit/Debit Card		Any applicable service fees and/or discou	nts will be
EFT (Check)		displayed before processing your paymen	it
Google Pay	you like to pay?		

- @

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

CITY OF BEI	ND				
Payment Options	Payment Info	rmation	Review Payment		
Please en	ter your d	ard infor	mation	Payment Summary	
				Invoice #	Amount
SERVICE FEES WILL	BE CHARGED AS F	OLLOWS:		1433	\$24.70
Credit/Debit Card Pays Electronic Funds Trans	ments: 2.95% of total sfer (e-check): No ser	\$1.95 minimum vice fee		SUBTOTAL	\$24.70
с II II N •				GRAND TOTAL	\$24.70
Cardnoider Name *				Any applicable service fees will be displayed	d before
				processing your payment	a before
Card Number *		CVV * WHAT'S THIS?			
	VER				
Expiration Date *					
October 🗸	2021 🗸				
Billing Address *					
710 NW Wall St					
Country *					
United States		~			
City *	State *	Zip *			
Bend	Oregon 🗸	97703			
Email *					
com					



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 Info	formation	Review Payment				
Review your Inform	mation		Payment S	ummary		
Please review the service fees applied to t	this transaction.		Invoice #		Amount	
Your Cradit/Dabit Card Ledit	Billing Addr		1433		\$24.70	
Jane Smith	710 NW Wall	St		SUBTOTAL	\$24.70	
XXXXXXXXXXXXXX1111	Bend,OR			SERVICE FEE *	+ \$1.95	
VISA	email@email	.com	GRA	ND TOTAL	\$26.65	
			Proce	ss Payment \$2	6.65	
			Payer agrees to the Conditions 🗹.	Invoice Cloud Payer Ter	ms and	
			* If you have a ques 388-5580. Service fees are nor on the Credit/Debit (contact Invoice Clou Option 2.	tion on the bill, please or n-refundable. If you think Jard, ACH or Service Fe d Customer Service at 8	ontact us at (541) there is an error e charge, please 77-258-8330,	



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

CITY OF BEND	Contact Us
<image/> <image/> <section-header><text><text><text><text><text><text><text></text></text></text></text></text></text></text></section-header>	• Need Help? You may reach us at (541) { You may email your questions to >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

- 🛞 —

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 Pern	nit Center P	ortal				
					Font Size: 👔 🚍	Print
Welcome Sign Out My Ac		My Shopping Cart	(<u>0)</u> Portal Home	Property Search	n <u>Portal Help</u>	
		Excise Tax	c - Submitted			
		LCSL20)20			
Print This Page	I					
Thank you for you has been paid. For upon payment. Fo your application fo business days.	r application. Pleas · business registrati ·r business registrat ees are paid, you ca	e note that your a ons with a verified ions requiring add n expect your appl	pplication will no I physical locatio Iress verification lication to be rev	ot be processed un n, your registratio and all other licen riewed for complet	til the application n will be complete use applications, o teness within 3	fee ad ince
* Fees						
	Thank you	! Your payment ha	as been received	and processed.		
	Transaction ID:	4951576d-e5dc-	·4b25-8f72-9b03	31c642c66		
Applic	cation Number(s):	LCSL2020(
	Amount:	\$24.70				
— * Rusiness Inf	formation					
Duanicas ini	Officiation					
	Business Name:					
	License Type:	Specialty License	s and Program			
— * Room Tax Ta	ax Information					
Filing Month	Gross Sales	Total Excluded Amount	Net Sales	Postmark Date	Excise Tax Amo	unt
September, 2020	\$1,250.00	\$1,000.00	\$250.00	10/21/2020	\$24	.70
I	Excess Tax Collecte	ed:				2



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

Online Permit Ce	enter Portal				
			1	Font Size: 🔳 🚍	Print
Welcome Sign Out My Account N	<u>iv Items My Shopping (</u>	Cart (2) Portal Home Prop	erty Search	Portal Help	
		My Items			
This page lists all the appli	cations and other items i	in which you are a contact.			
Click Here to view the iten	ns in your shopping cart.				
Expand All / Collapse All					
Expand Air/ Collapse Air			_		
 My Business Regist 	ration, Licensing & Ter	mporary Sign Applications	;		
			Show A	Active	~
Reference Number +	Name +	Address +	Status +	Date Create	d
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.

Review Type		Outcome	E	Est. Completion	Completed
 Transient Room Tax Registration Review 		Approved	1	10/19/2020	10/09/2020
	Reviewer:		mail: N/A		
* Excise Tax	ax Information—				
Filing Month	Gross Sales	Total Excluded Amount	Net Sale	es Postmark Date	Excise Tax Amount
September, 2020	\$1,250.00	\$1,000.00	\$250.0	0 10/21/2020	\$24.70
	Images				
* Documents &			Desument	Name	
* Documents & Date File Iploaded	Туре		Document		
* Documents & Date File Iploaded 0/09/2020 Lice	ense			of Authority	



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

Permit City of P.O. B Bend,	Center Bend ox 431 OR 97709			N	lailed on Oc	tober 21, 2020
					RE	CEIPT
710 NW WALL ST 3end, OR 97703						
		RECEIP	T OF P/	AYMENT		
NAME OF PAYER:						
DATE OF TRANSAC TRANSACTION NUI Amount Tendered:	CTION: MBER:	October 2 2020-0041 \$24.70	1, 2020 180 - 1433			
Payment Details	Payment	Method		Amount Tend	ered	Check Number
	Credit Ca	rd		\$24.70		
	Payment Fee	Processor S	Service	\$1.95		
List of Fees Paid:						
Descript	tion of Fee	\ \	Refere	nce Number	An	nount Paid
Room Tax (10.4% 0	i net Sales)	LUSL202	0	\$24.7U	



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.





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

Online Perm	nit Center F	Portal			Fact State
					Font Size: 💽 🖬 🍏
Welcome Sign Out My Acc	ount <u>My Items</u> N	My Shopping Cart (1) Portal Home	Property Searc	h Portal Help
Step 1: Tax Types	Step 2: Gross Sales	Step 3: Uploads		itep 4: Review & Submit	Step 5: Submitted
		Excise Tax	- Submitted		
	_	LOOLLO	2000077		
Print This Page					
Thank you for you has been paid. For upon payment. Fo your application fo business days.	r application. Plea business registrat r business registra ees are paid, you ci	se note that your a tions with a verifie tions requiring ad an expect your app	application will n d physical location dress verification lication to be re	ot be processed u on, your registrati n and all other lice viewed for compl	intil the application fee ion will be completed ense applications, once eteness within 3
There are fees tot	aling \$24.70 owin	g on this applicatio	in.		
Note with electron incur an additiona	nic funds transfers Il service fee of 2.9	s, no payment proc 5% of the total, \$1	essor fee is incu .95 minimum.	rred. Credit/debit	card transactions
If you do not wish payment to City o application numbe Hall 710 NW Wall fees apply to credi	to pay your applic f Bend Permit Cen er with your payme I Street, Bend OR. it and debit card pa	ation fees by credi ter, PO Box 431, B ent. You may also b <u>Click here for Perr</u> ayments made at t	t/debit card or e end OR 97709. oring your payme <u>nit Center hours</u> he Permit Cente	lectronic funds tr Please include yo ent to the <u>Permit (</u> . Note that payme r.	ansfer, please mail you ur license or <u>Center</u> located at City ent processor service
- * Business Inf	formation				
	Business Name:	Bend Vacation R	ental Home		
	License Type:	Specialty License	s and Program		
- * Room Tax Ta	ax Information		1		
-	-		2		
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
E	excess Tax Collecte	ed:			



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 Cente	r Portal					
				Fo	ont Size: 🔳 🚍	Print
Welcome Sign Out My Account My Item	ns <u>My Shopping C</u>	<u>Cart (0)</u> Portal Home Prop	<u>erty S</u>	Search <u>P</u> e	ortal Help	
		My Items				
This page lists all the applications	s and other items i	n which you are a contact.				
Click Here to view the items in yo	our shopping cart.					
Expand All / Collapse All						
 My Business Registration 	, Licensing & Ten	nporary Sign Applications				
			_	Show A	ctive	~
Reference Number + Name	2 *	Address *	Stat	us +	Date Create	d
LCSL202000399 Bend Home	Vacation Rental		Acti	ve	10/21/2020	
Add Fees to My Cart S	ubmit Excise Tax					

BEID-

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

Online Permit C	enter Portal			Font Size: 💽 🚍	@ <u>P</u>
Welcome Sign Out My Account	My Iteles My Shopping	Cart (1) Portal Hom	e Property Searc	h Portal Help	
		My Items			
This page lists all the appl	ications and other items	in which you are a co	ontact.		
Click Here to view the ite	ms in your shopping cart				
Expand All / Collapse All	tration, Licensing & Ter	mporary Sign Appl	ications		
	, ,		Sho	w Active	~
Reference Number +	Name *	Address +	Status +	Date Creat	ed
LCSL202000399	Bend Vacation Rental Home		Active	10/21/2020	0
Remove Fees from N	Ay Cart Submit Excis	e Tax			

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

Online Permit Center Portal			
		Font Size:	e e <u>Print</u>
Welcome Sign Out My Account My Items My Shopping Cart (1)	Portal Home Prope	rty Search Portal He	le
My Shoppi	ing Cart		
- * LCSL202000399			
Please select the fees you wish to pay now by checking the fees below.	he "Pay" checkbox on	Remove Fees from	<u>My Cart</u>
	Selec	t All Fees Deselect	All Fees
Fee Type	Amount	Amount Paid	Pay?
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		
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 Ce	enter Portal					
				Fo	ont Size: 🔳 🔳 🚦	Print
Welcome Sign Out My Account	Ay Items My Shopping C	Cart (0) Portal Home Prop	erty S	iearch P	ortal Help	
		My Items				
This page lists all the appli	cations and other items i	in which you are a contact.				
Click Here to view the iter	ns in your shopping cart.					
Expand All / Collapse All			_			
 My Business Regist 	ration, Licensing & Ter	nporary Sign Applications	5			
			_	Show A	ctive 🕚	~
Reference Number +	Name *	Address +	Stat	us ŧ	Date Created	
LCSL202000398	Online Travel Site		Acti	ve	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 Cer	nter Portal			
			Font Size: 🖶 🚍	Print
Welcome	<u>v Items My Shopping Cart (0) Porta</u>	Home Property Search	<u>Portal Help</u>	
Step 1: Tax Types	Step 2: Gross Sales Unit S	3: ales Ur	ep 4: nit Sales Quantities	
Step 5: Uploads	Step 6: Review & Submit	Step 7: Submitted		
	Excise Tax - Select Ta	x Types		
	LCSL20200039	8		
	Required information is indicated to	with an asterisk (*).		
 Please choose the example. 	xcise tax types you wish to submit			
Search for tax types				
Room Tax				



Select the relevant filing month and year. Note that you cannot resubmit taxes for a month already remitted. Email us at <u>roomtax@bendoregon.gov</u> 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. <u>Monthly Rent (30 consecutive days or more)</u>: a dwelling unit that is leased or otherwise occupied by the same person for a consecutive period of 30 days or more.
- <u>Rent from authorized Federal employees</u>: 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 <u>bendoregon.gov/roomtax</u> for the required forms and more information.

Online Permit Cente	r Portal				
				Font Size: 🔳 🚍	Print
Welcome Sign Out My Account My Item	s My Shopping Cart (0)) <u>Portal Home</u>	Property Search	Portal Help	
Step 1: Tax Types St	ep 2: ross Sales	Step 3: Unit Sales	Stej Uni	p 4: t Sales Quantities	
Step 5: Uploads	Step 6: Review & Submit		Step 7: Submitted		
	Excise Tax -	Gross Sales			
	LCSL202	2000398			
Red	uired information is in	dicated with an a	asterisk (*).		
- * Room Tax Gross Sales-					
Filing Mon	th:* September	✔ 2	020	~	
Gross Sales Amou	nt: \$50,000.00				
Total Excluded Amou	nt: \$2,650.00				
* Excess Tax Collecte	<u>d</u>				
Excess Tax Collec	ted:				
Allowable Exemption	ons (will be added	together as	'Excluded Ame	ount')	
Monthly Ren consecutive days or m	t (30 ore):				
Rent from author Federal employ	ized \$2,650.00 vees:				
Previous Step: Tax	Types 🌔 Next Step: Uni	t 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	
Fant size: 💼 🔤 🍏 <u>Print</u>	
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 - 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	
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 <u>accounting@bendoregon.gov</u> or 541-323-5989 for more information.	
All Others For all other tay 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:	
Provide a short description of this set of	



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

Fo⊢all other tax remitters, please cont	tinue to the next scop.	
If you do not wish to upload document: Bend Finance Department, PO Box 145	s here, please mail required o 8, Bend, OR	locuments to City of
Once you have chosen the files you wish to located at the bottom of the page to compl	o upload, please click the 'Ne lete your submission.	ext Step' button
Upload Additional Documents		
Select any documents you wish to provide:	Browse	
Provide a short description of this set of documents:		
Drawour Stan Cross Sales / Next Stan	Daviour & Submit	
Dravious Step: Cross Sales Next Step:	Review & Submit	

Click Ok at the Reminder message.

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: Gross Sales Next Step: Review & Submit	



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.

				Review & Submit	Submitted
		Excise Tax - R	eview & Subm	nit	
		LCSL20	2000398		
ease review the i formation.	information below	w and if it is correct	, press the subm	iit button to submi	it your excise tax
* Business Info	ormation				
	Durlance Manage	O - l'e - Travel Site	_		
	Business Name: License Type:	Online Travel Site Specialty License	es and Program		
	Franke - 11	openancy arean	20101100.00		
Filing Month	Gross Sales	Total Excluded Amount	Net Sales	Postmark Date	Excise Tax Amoun
September,	\$50,000.00	\$2,650.00	\$47,350.00	10/21/2020	\$4,678.18
September, 2020 Ex	\$50,000.00 kcess Tax Collect	\$2,650.00 ed:	\$47,350.00	10/21/2020	\$4,678.18
September, 2020 Eb	\$50,000.00 xcess Tax Collect	\$2,650.00 :ed:	\$47,350.00	10/21/2020	\$4,678.18
September, 2020 Ex Fees	\$50,000.00 xcess Tax Collect	\$2,650.00 :ed:	\$47,350.00	10/21/2020	\$4,678.18
September, 2020 E • Fees Paid Fees	\$50,000.00 kcess Tax Collect	\$2,650.00 ed: Amount	\$47,350.00 Paid	10/21/2020 Owing	\$4,678.18 Date Paid
September, 2020 E • Fees Paid Fees None	\$50,000.00 xcess Tax Collect	\$2,650.00 ed: Amount \$0.00	\$47,350.00 Paid \$0.00	10/21/2020 Owing \$0.00	\$4,678.18 Date Paid
September, 2020 E • Fees Paid Fees None Outstanding Fe	\$50,000.00 xcess Tax Collect	\$2,650.00 eed: Amount \$0.00 Amount	\$47,350.00 Paid \$0.00 Paid	10/21/2020 Owing \$0.00 Owing	\$4,678.18 Date Paid Date Paid
September, 2020 E • Fees Paid Fees None Outstanding Fe Room Tax (10.45 Sales)	\$50,000.00 xcess Tax Collect es % of Net	\$2,650.00 ted: Amount \$0.00 Amount \$4,678.18	\$47,350.00 Paid \$0.00 Paid \$0.00	10/21/2020 Owing \$0.00 Owing \$4,678.18	\$4,678.18 Date Paid Date Paid Not Paid


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.

None Outstanding Fees Room Tax (10.4% of Ne Sales) Totals: Your application will n the registration will n Total Amount Payabl here are fees owing or ccepted. Clicking the 'S ou to the payment scree	\$0.00 Amount et \$4,678.18 \$4,678.18 \$4,678.18 tot be reviewed until all ot be completed until all to be completed until all e Online:\$4,678.18 this Licensing applicat Submit Excise Tax and P een where you can pay y	\$0.00 Paid \$0.00 \$0.00 application fees are application fees are ion. All fees must be pay Fees' button will	\$0.00 Owing \$4,678.18 \$4,678.18 paid in full. For busi paid in full.	Date Paid Not Paid ness registrations, mission will be
Outstanding Fees Room Tax (10.4% of Ne Sales) Totals: Your application will r the registration will n Total Amount Payabl here are fees owing or ccepted. Clicking the " ou to the payment scree	Amount \$4,678.18 \$4,678.18 tot be reviewed until all ot be completed until all to be completed until all e Online:\$4,678.18 this Licensing applicat Submit Excise Tax and P een where you can pay y	Paid \$0.00 \$0.00 I application fees are Il application fees are ion. All fees must be Pay Fees' button will 9	Owing \$4,678.18 \$4,678.18 paid in full. For busi paid in full. paid before this sub	Date Paid Not Paid ness registrations, mission will be
Room Tax (10.4% of Ne Sales) Totals: Your application will r the registration will ne Total Amount Payabl here are fees owing or ccepted. Clicking the 'S ou to the payment scre	et \$4,678.18 \$4,678.18 tot be reviewed until all ot be completed until all e Online:\$4,678.18 this Licensing applicat Submit Excise Tax and P een where you can pay y	\$0.00 \$0.00 application fees are application fees are ion. All fees must be av Fees' button will	\$4,678.18 \$4,678.18 paid in full. For busi e paid in full. paid before this sub	Not Paid ness registrations, mission will be
Totals: Your application will r the registration will n Total Amount Payabl here are fees owing or ccepted. Clicking the 'S ou to the payment scre	\$4,678.18 not be reviewed until all ot be completed until al e Online:\$4,678.18 of this Licensing applicat Submit Excise Tax and P een where you can pay y	\$0.00 I application fees are II application fees are ion. All fees must be Pay Fees' button will	\$4,678.18 paid in full. For busi paid in full. paid before this sub	ness registrations, mission will be
Your application will r the registration will n Total Amount Payabl here are fees owing or ccepted. Clicking the 'S ou to the payment scre	ot be reviewed until all ot be completed until al e Online:\$4,678.18 o this Licensing applicat Submit Excise Tax and P een where you can pay y	l application fees are Il application fees are ion. All fees must be Pay Fees' button will 9	paid in full. For busi paid in full. paid before this sub	ness registrations, mission will be
ype the characters you	see in the image below	your fees online.	submit your morma	tion and redirect
	Refresh			



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 Sign Out My Account My Items My Shopping Cart (1)	Portal Home Proper	rty Search Portal Help	
My Shoppi	ng Cart		
LCSL2020	00398		
- * 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.

ayment Options	Payment Information Review Payment	
How would yo	ou like to pay?	Payment Summary
ERVICE FEES WILL BE CHAI	RGED AS FOLLOWS:	Invoice # Amou
redit/Debit Card Payments: 2	.95% of total, \$1.95 minimum	1436 \$4,678
ecuonic Funds Transfer (e-c	neckj. No service lee	SUBTOTAL \$4,678.
Credit/Debit Card	~	GRAND TOTAL \$4,678.1
Credit/Debit Card		Any applicable service fees and/or discounts will be
EFT (Check)	luces like to pay 2	displayed before processing your payment
Google Pay	you like to pay?	

- @

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

Payment Options Payment Information Review Payment		
Please enter your bank information	Payment Summary	
Please fill out all fields below and click Continue to Review Payment to save your information	Invoice #	Amount
Need help filling out this information?	1436	\$4,678.18
	SUBTOTAL	\$4,678.18
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	GRAND TOTAL	\$4,678.18
Bank Account Holder's Name *	Any applicable service fees will be disp processing your payment	played before
Jane Doe		
Jane Doe Account Type *		
Jane Doe Account Type * Commercial - Checking		
Jane Doe Account Type * Commercial - Checking Routing # *		



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			
Payment Options Payment In	ormation Review Payment		
Review your Infor	mation	Payment Summary	
Please review the service fees applied to	this transaction	Invoice #	Amount
		1436	\$4,678.18
Your Bank X Edit	Billing Address 710 NW Wall St	SUBTOTAL	\$4,678.18
200000/1001	Bend,OR	SERVICE FEE *	+ \$0.00
Commercial Checking	97703 .com	GRAND TOTAL	\$4,678.18
		Process Payment	\$4,678.18
		Payer agrees to the Involce Cloud Pa Conditions C .	ayer Terms and
		* If you have a question on the bill, p 388-5580.	lease contact us at (541)
		Service fees are non-refundable. If y on the Credit/Debit Card, ACH or Se contact Invoice Cloud Customer Sen	ou think there is an error vice Fee charge, please vice at 877-256-8330,



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





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

	n center i	ortal				
					Font Size: 🖶 💻	Print
Welcome Sign Out My Acco	ount My Items	<u> My Shopping Cart</u>	(<u>0)</u> Portal Home	Property Search	<u>Portal Help</u>	
		Excise Tax	- Submitted			
		LCSL20	02000398			
Print This Page						
Thank you for your a has been paid. For b upon payment. For l your application fee business days.	application. Pleas usiness registrati business registrat is are paid, you ca	e note that your a ons with a verified ions requiring add n expect your app	pplication will no l physical locatio lress verification lication to be rev	ot be processed un n, your registratio and all other licer iewed for complet	til the application n will be complete use applications, o teness within 3	fee :d nce
Tees	Thank you	! Your payment ha	as been received	and processed.		
	Transaction ID:	9b6ca71e-6544-	4f2f-aa9c-9a91	257338b0		
Applica	tion Number(s):	LCSL202000398				
	Date:	10/21/2020				
	Amount:	\$4,678.18				
- * Business Info	rmation					
	Business Name:	Online Travel Site	e			
	License Type:	Specialty License	s and Program			
– * Room Tax Tax	Information					
Filing Month	Gross Sales	Total Excluded Amount	Net Sales	Postmark Date	Excise Tax Amo	unt
September, 2020	\$50,000.00	\$2,650.00	\$47,350.00	10/21/2020	\$4,678	.18
Ex	cess Tax Collecte	ed:				

Click the Reference Number to open the application details.

Online Permit C	enter Portal				
			F	ont Size: 🔳 🚍	l Print
Welcome Sign Out My Account	My Items My Shopping (<u>Cart (0)</u> Portal Home Prop	erty Search P	ortal Help	
		My Items			
This page lists all the appli	ications and other items	in which you are a contact.			
Click Here to view the ite	ms in your shopping cart.				
Expand All / Collapse All					
Expand Any Conapac An					
 My Business Regist 	tration, Licensing & Ter	nporary Sign Applications	;		
			Show A	ctive	~
Reference Number *	Name #	Address +	Status +	Date Create	d
LC5L202000398	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 I	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 y Expand All / Collapse All	ou are a contact on the Licensing application.		
Note: You can collapse and expand indiv	vidual sections by clicking the header of the section you wish	h to collapse/expan	ıd.
 	у		
		Edit License De	<u>etails</u>
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		
Vailes Ardress	710 Numerica Street	A CONTRACT	



Click the link for the receipt to download a pdf.

	* Excise Tax					
-	• Room Tax Ta	ax 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 & Date File	Images		Document Na	ime	
U	ploaded	oint		Deceint for tra	presetion:2020-0	04182
Ľ	0/21/2020 Rec	eipt		Receiption tra	ansaction.2020-0	<u>704105</u>
	 Upload Docur This application 	ments requires all docur	ments to be attache	ed to a submitta	l. <u>Click Here</u> to U	pload Documents.
<u>s</u>	ubmittals <u>Subm</u>	it Excise Tax Por	rtal Home			



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

RECEIP	T OF PA	Ma	RECEIPT
RECEIP DN: October 21	T OF PA	YMENT	RECEIPT
RECEIP	T OF PA	YMENT	
RECEIP DN: October 21	T OF PA	YMENT	
October 21	1 2020		
ON: October 21	1 2020		
	1, 2020		
ER: 2020-0041	183 - 1436		
\$4,678.18			
ayment Method	A	Amount Tende	ered Check Num
Check	\$	4,678.18	
ayment Processor S ee	Service \$	0.00	
of Fee	Referenc	ce Number	Amount Paid
er Sales)	103120200		φ 4 ,070.10
	TOTAL AN	NOUNT PAID	\$4,678.18
	ER: 2020-0041 \$4,678.18 hyment Method Check hyment Processor S re of Fee et Sales) hent. Please contac	ER: 2020-004183 - 1436 \$4,678.18 ayment Method A Check \$ ayment Processor Service \$ of Fee Reference of Fee Reference et Sales) LCSL20200 TOTAL AM ment. Please contact 541-388-55	ER: 2020-004183 - 1436 \$4,678.18 Amount Tender Check \$4,678.18 ayment Processor Service \$0.00 of Fee Reference Number of Fee Reference Number et Sales) LCSL2020(TOTAL AMOUNT PAID aent. Please contact 541-388-5580 or permitce



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.

raid rees	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
otals:	\$4,678.18	\$0.00	\$4,678.18	
w to the novment screen				n and redirect
/pe the characters you see	where you can pay your	fees online.		n and redirect

Cancel



Online Permit C	enter Portal					
				Fo	ont Size: 🔳 🚍	Print
Welcome Sign Out My Accoun	My Items My Shopping	Cart (0) Portal Home Prop	<u>erty S</u>	earch P	ortal Help	
		My Items				
This page lists all the appli	cations and other items	in which you are a contact.				
Click Here to view the iter	ns in your shopping cart.					
Expand All / Collapse All						
 My Business Regist 	ration, Licensing & Ter	nporary Sign Applications				
				Show A	ctive	~
Reference Number *	Name *	Address +	Stat	us ŧ	Date Create	d
LCSL202000398	Online Travel Site		Acti	ve	10/21/2020	1
Add Fees to My Cart	Submit Excise Tax					

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

Online Permit Ce	enter Portal							
				Fo	ont Size: 🔳 🖃	Print		
Welcome Sign Out My Account N	1y Items My Shopping C	Cart (1) Oortal Home Prop	erty S	<u>earch</u> <u>P</u>	ortal Help			
My Items								
This page lists all the applications and other items in which you are a contact.								
Click Here to view the iten	ns in your shopping cart.							
Expand All / Collapse All								
			Show A	ctive	~			
Reference Number +	Name *	Address *	Statu	us +	Date Create	:d		
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 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 th the fees below.	ne "Pay" checkbox on	Remove Fees from	<u>My Cart</u>					
Select All Fees Deselect All Fees								
Fee Туре	Amount	Amount Paid	Pay?					
Room Tax (10.4% of Net Sales)	\$5,172.18	\$0.00						
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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LR: 9/15/2020



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