

How to Fill Out a Revised Room Tax Remittance Form



REVISED ROOM TAX - MANUAL REMITTANCE FORM

Last Revised Date: 02/09/2021

OFFICE USE ONLY	
Date Received:	
Reference Number:	

Remit by Email: Email completed form to roomtax@bendoregon.gov
 Remit by Mail: Mail completed form with payment to: Permit Center Room Tax- PO Box 431- Bend OR 97709
 Walk-in Payment: Permit Center • 710 NW Wall St. • Bend OR 97703

Make check or money order payable to City of Bend. *See page 2 for additional instructions*

ACCOUNT INFORMATION

→ Name of property/business (including DBA): Bend Vacation Home (or leave blank)
 → Property Address: 710 NW Wall ST
 → Name of room tax contact: Self (Put your name here)
 → Contact Phone: (XXX) XXX-XXXX Email: youremail@something.com
 → Reporting Month: August Reporting Year: 2021

Form and payment due monthly by the 15th for the preceding month, even if the total due is zero.

→ 1. Gross rent.....	1. \$	4,569.00
→ 2. Allowable exemptions:	2a. Monthly rent (30 consecutive days or more)..... 2a. \$	
	2b. Rent from authorized Federal Employees..... 2b. \$	
	→ 2c. Rent from lodging intermediaries..... 2c. \$	4,569.00
3. Total allowable exemptions (sum of lines 2a through 2c).....	3. \$	4,569.00
4. Taxable rent (line 1 minus line 3).....	4. \$	
5. Tax rate.....	5.	10.4%
6. Tax due (line 4 multiplied by line 5).....	6. \$	
7. Excess tax collected.....	7. \$	
8. Total tax collected (line 6 plus line 7).....	8. \$	
9. Rebate rate for administrative costs.....	9.	5.0%
10. Rebate amount (line 8 multiplied by line 9).....	10. \$	
11. Net tax due (line 8 minus line 10).....	11. \$	
12. Penalties (see page 2 or call for amount).....	12. \$	
13. Interest (see page 2 or call for amount).....	13. \$	
14. Previous balance.....	14. \$	
15. TOTAL DUE (sum of lines 11 through 14).....	15. \$	

I declare, under penalty of false swearing, that to the best of my knowledge, the information herein is true, correct, and complete.

→ Julie DeVoe Digitally signed by Julie DeVoe
Date: 2022.07.27 11:16:03 -0700 Owner or Property Manager 07/27/2022
 Signature Title Date



Fill out account information and select the month and year you need to revise.

Enter the gross rents on line 1 and total amount of gross rents through Airbnb and or VRBO on line 2c.

Line 3 will automatically fill in based on the information above in lines 1 and 2.

All the other lines from 4 through 15, leave blank

Sign, enter your title and date