

# Room Tax Reporting Instructions

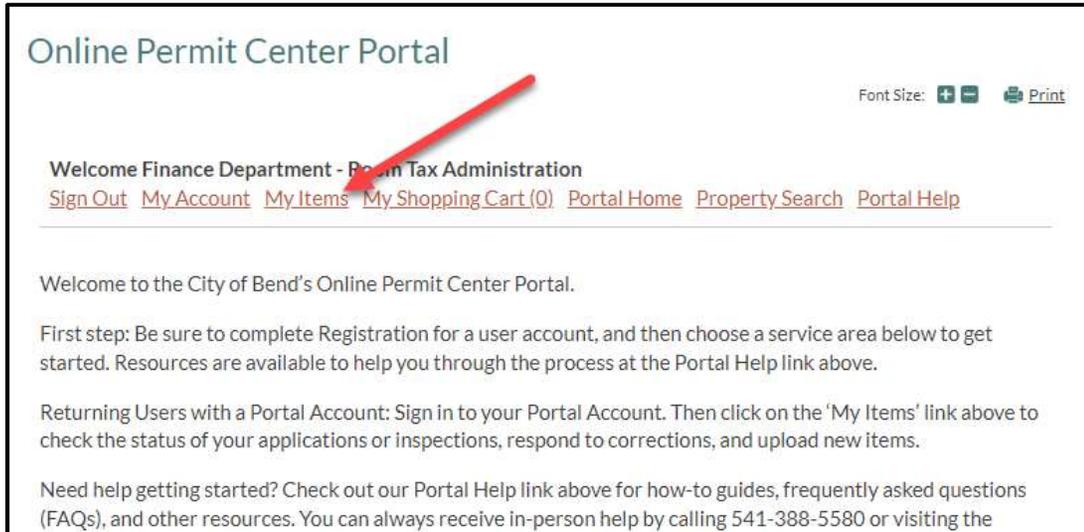
## How to Submit Your monthly Room Tax Reports

Please follow the instructions below on how to submit your monthly room tax reports.

1. Log into your portal account with the [City of Bend Online Permit Center Portal](#)
2. Click on the “My Items” link
3. Click on the “Expand All” link
4. Locate and click on the “Submit Excise Tax” button.
5. Check the box next to the “Room Tax” option and click “Next Step Gross Sales”
6. Enter the Tax Period (Month and Year) you are reporting for
7. Enter the total gross sales for that tax period, enter 0, if there was no activity for that tax period.
8. Leave the “Total Excluded Amount” box blank
9. Leave the “Excess Tax Collected” box blank
10. Scroll down the page and under “Allowable Exemptions” you will enter the amounts that are either long term rental income, government exempt income (this is for Hotels) and/or rents that are through Airbnb and/or Vrbo in the box next to the Rents from Transient Lodging Intermediaries option.
11. Click “Next Step Unit Sales” (you can skip this next page, this is where you have the option to upload documentation, but for this report, there is no documentation that you need to upload) Scroll to the bottom of this page and click “Next Step Review and Submit”
12. You will get a reminder box that pops up, go ahead and click “OK”
13. Review the summary of what you have reported, ensure that if all of your gross sales were through Airbnb that it shows no tax due. If everything looks correct, go ahead enter the captcha (that box with the hard to read letters and numbers) and click “Submit Excise Tax”

# Room Tax Reporting Instructions

## Step by Step Instructions with Pictures



Online Permit Center Portal

Font Size: + - Print

Welcome Finance Department - Room Tax Administration

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

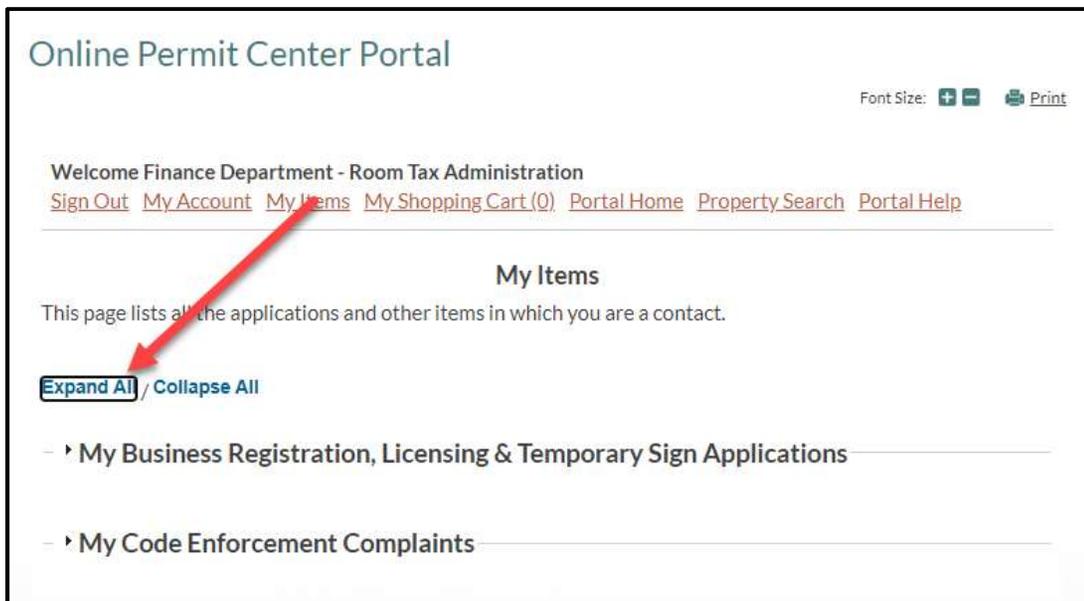
Welcome to the City of Bend's Online Permit Center Portal.

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

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

Need help getting started? Check out our Portal Help link above for how-to guides, frequently asked questions (FAQs), and other resources. You can always receive in-person help by calling 541-388-5580 or visiting the

Log into your portal account  
Click, My Items



Online Permit Center Portal

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### My Items

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

[Expand All](#) / [Collapse All](#)

- ▶ My Business Registration, Licensing & Temporary Sign Applications
- ▶ My Code Enforcement Complaints

Click, Expand All

# Room Tax Reporting Instructions

Online Permit Center Portal

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### My Items

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

[Expand All](#) / [Collapse All](#)

My Business Registration, Licensing & Temporary Sign Applications Show Active

Reference Number	Name	Address	Status	Date Created
<a href="#">LCSL202200233</a>	Test Acct for Room Tax	710 NW WALL ST, BEND, OR 97703	Active	03/24/2022
<a href="#">Upload Submittals</a>		<a href="#">Submit Excise Tax</a>		
<a href="#">LCSL202101191</a>	890 SW CRESTLINE DR	890 SW CRESTLINE DR, BEND, OR 97702	Inactive	03/23/2021
<a href="#">Upload Submittals</a>				

Click, Submit Excise Tax

# Room Tax Reporting Instructions

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

Excise Tax - Select Tax Types  
LCSL202200233

Required information is indicated with an asterisk (\*).

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

Search for tax types

Room Tax

Check  the box next Room Tax

Click, Next Step Gross Sales

# Room Tax Reporting Instructions

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

**Excise Tax - Gross Sales**  
LCSL202200233

Required information is indicated with an asterisk (\*).

**Room Tax Gross Sales**

Filing Month\*: February 2022

Gross Sales Amount:

Total Excluded Amount:

**Excess Tax Collected**

Excess Tax Collected:

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

Monthly Rent (30 consecutive days or more):

Rent from authorized Federal employees:

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

Previous Step: Tax Types   Next Step: Unit Sales

- Enter the Tax Period (Month and Year) you are reporting for
- Enter the total gross sales for that tax period, enter 0, if there was no activity for that tax period.
- Leave the "Total Excluded Amount" box blank
- Leave the "Excess Tax Collected" box blank
- Scroll down the page and under "Allowable Exemptions" you will enter the amounts that are either long term rental income, government exempt income (this is for Hotels) and/or rents that are through Airbnb and/or Vrbo in the box next to the Rents from Transient Lodging Intermediaries option.
- Click "Next Step Unit Sales"

# Room Tax Reporting Instructions

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 documents:

Powered by CityView

Skip this page, (there is no documentation that you need to upload)

Click, Next Step: Review and Submit

**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.

Note: This does not apply to Code Complaint submissions, Fire Inspection requests, or any application that explicitly states that there are no required submittal items.

Click, Ok

# Room Tax Reporting Instructions

**Step 1: Tax Types**   **Step 2: Gross Sales**   **Step 3: Uploads**   **Step 4: Review & Submit**   **Step 5: Submitted**

### Excise Tax - Review & Submit

LCSL202200233

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

**Business Information**

Business Name: Test Acct for Room Tax  
License Type: Specialty Licenses and Program

**Room Tax Tax Information**

Filing Month	Gross Sales	Total Excluded Amount	Net Sales	Postmark Date	Excise Tax Amount
February, 2022	\$0.00	\$0.00	\$0.00	03/24/2022	\$0.00

Excess Tax Collected:

1. Review Month/YR, Gross Sales, Excluded, Net Sales, Postmark and Excise Tax.
2. Enter Captcha
3. Click Submit

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

  
Refresh

**Previous Step: Uploads**   **Submit Excise Tax**   **Cancel**

Review the summary of what you have reported.

Ensure that if all of your gross sales were through Airbnb that it shows no tax due.

If everything looks correct, enter the captcha (that box with the hard to read letters and numbers)

Click, Submit Excise Tax

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Step 1: Tax Types   Step 2: Gross Sales   Step 3: Uploads   Step 4: Review & Submit   Step 5: Submitted

**Excise Tax - Submitted**  
LCSL202200233

[Print This Page](#)

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

Business Information

Business Name: Test Acct for Room Tax  
License Type: Specialty Licenses and Program

Room Tax Tax Information

Filing Month	Gross Sales	Total Excluded Amount	Net Sales	Postmark Date	Excise Tax Amount
February, 2022	\$0.00	\$0.00	\$0.00	03/24/2022	\$0.00

Excess Tax Collected:

Documents & Images

No documents are currently available for viewing.

Please select a link below to access the City of Bend's Online Permit Center Portal.

[Submit additional excise tax information](#)  
[View the status of my application](#)  
[Portal Home](#)

Congratulations, you have successfully submitted the room tax report for the tax period. Report the steps above for each tax period.