

Transient Room Tax Administrator
305 Main St, Rm 121, Klamath Falls, OR 97601
Tel. (541) 883-4297

MUST FILL FORM COMPLETELY AND CORRECTLY.

Name: _____ Certificate No. _____
Address: _____ Collection for Month of: _____
_____ Due Date: **15th each month**

Number of Rooms Available for Daily Rental: _____
Number of Rooms in Monthly Rental: _____
Actual Daily Rooms rented during Month: _____

CALCULATION OF TRANSIENT ROOM TAX	
1. Gross Rents.....	\$ _____
Allowable Deductions:	
A. Rents in excess of 30 consecutive days.....	\$ _____
B. Rent less than \$4.00 per day.....	\$ _____
C. Federal Government Employees on Business.....	\$ _____
D. Federally Chartered Organizations.....	\$ _____
E. OTC - Online Travel Companies	\$ _____
2. Total Deductions.....	\$ _____
3. Taxable Rents (Line 1 minus Line 2).....	\$ _____
4. Total Tax - (8% of Line 3).....	\$ _____
5. Personal Collection Allowance if received on or before due date (7% of Line 4).....	\$ _____
6. Total Current Tax Due (Line 4 minus Line 5).....	\$ _____
PENALTIES:	
7. Original Delinquency whose been granted an extension - (10% of Line 4).....	\$ _____
8. Continued Delinquency who has not been granted an extension - (15% of line 4, plus line 7).....	\$ _____
9. In addition to penalties imposed interest @ one-half of 1% of Line 4	\$ _____
10. Total Transient Room Tax Due for Month (Line 6 plus Line 7, 8 & 9).....	\$ _____
11. No Collections Subject to Tax.....	<input type="checkbox"/>
I declare, under penalty of making a false statement, that to the best of my knowledge and belief, the statements herein are correct and true.	
SIGNED _____	DATE _____

MAKE CHECK PAYABLE
TO
KLAMATH COUNTY
TAX ADMINISTRATOR

For more information contact the
Klamath County Tax Administrator's office at
(541) 883-4297

KLAMATH COUNTY CODE
603.300 - Due Date, Returns and Payments
Payment due and payable on the 15th of each month for the prior month; delinquent on the last day of the month in which they are due.
603.400 - Penalties and Interest - Apply when not properly due/imposed.

CHANGE OF ADDRESS must be filed and reported immediately to Tax Administrator

CHECKS AND MONEY ORDERS in the exact amount of taxes due are accepted by the Tax Administrator only as agent of the taxpayer and do not constitute payment until cleared. The Tax Administrator's office assumes no responsibility for loss in transit.

TAX DUE MUST BE PAID IF BUSINESS IS DISPOSED OF OR SUSPENDED.

Closing return must be filed immediately with Klamath County Tax Administrator.
NOTE: No change in ownership can be recorded until filed.

REMIT ONE COPY TO KLAMATH COUNTY TAX ADMINISTRATOR