

**CITY OF MEDFORD**  
**TRANSIENT LODGINGS TAX RETURN**

**Return to:**  
 Finance Department  
 City of Medford  
 411 West 8th Street  
 Medford, OR 97501

**Make Check Payable to:** City of Medford

Month of:  
 Due Date:

Business Name:  
 Business Location:  
 Number of Rooms:  
 Number of Occupied Nights:

1. Gross Rent - [Including online travel companies (OTC's)]	
2. Deductions: Rent for more than 27 days/ rent less than \$2 per day	
3. Deductions: Rent from online travel companies (OTC's)	
4. Deductions: Federal Government Exemption	
5. Total Deductions (Add lines 2 through 4)	
6. Taxable Rents (Line 1 minus line 5)	
7. Tax (11% of Line 6)	
8. Collection Fee (5% of Line 7)	
9. Tax Due (Line 7 minus line 8)	
10. Penalty (10% of line 9)	
11. Interest (1% of line 9)	
12. Adjustment for Prior Over/Short Payment	
Total Due (Add lines 9 through 12, subtract line 12 if overpayment)	

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	Title
Date	Telephone Number (Required)

Remittance is due in full on or before the last day of the month immediately following for the preceding month either by personal delivery or by mail. Returns must be received by the Finance Department by the due date. If mailed, the postmark date is no longer considered the date received. The Finance Department assumes no responsibility for loss in transit. **IF BUSINESS IS DISPOSED OF OR SUSPENDED**, closing return must be filed immediately, and the tax due must be paid. No change of ownership can be recorded until this is done.

**City of Medford  
Transient Lodging Tax Form (OTC) Detail**

Online Travel Company (OTC) Name	Amount Received
Expedia	
Hotel Tonight	
Priceline	
<b>Total</b>	