



## OTC Monthly Reporting Schedule

OFFICIAL USE ONLY: Postmark _____ Verified _____
CP _____ MC _____ TP _____

## REVENUE DIVISION

### City of Portland

Bureau of Revenue & Financial Services

*\* Use this form if you are a Hotel or Motel reporting monthly OTC deductions.*

NAME		TL TAX ACCOUNT #	
CONTACT NAME		PHONE	
ADDRESS	CITY	STATE	ZIP CODE
REPORTING PERIOD			
REPORT MTH:		REPORT YR:	

	OTC Name and Address	Monthly Total
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total OTC Revenue		

**TRANSIENT LODGINGS TAX REPORT INSTRUCTIONS**

This updated form is provided to better enable you to complete the Transient Lodgings Tax Report accurately. Please follow the instructions carefully. If you do not understand any part of this form, contact the Revenue Division at (503) 865-2857 for clarification.

**MONTHLY REMITTANCE SCHEDULE**

<b>Month</b>	<b>Due Date</b>	<b>Delinquent Date</b>	<b>Month</b>	<b>Due Date</b>	<b>Delinquent Date</b>
<b>January</b>	February 28	March 1	<b>July</b>	August 31	September 1
<b>February</b>	March 31	April 1	<b>August</b>	September 30	October 1
<b>March</b>	April 30	May 1	<b>September</b>	October 31	November 1
<b>April</b>	May 31	June 1	<b>October</b>	November 30	December 1
<b>May</b>	June 30	July 1	<b>November</b>	December 31	January 1
<b>June</b>	July 31	August 1	<b>December</b>	January 31	February 1

Each monthly report must be postmarked by the post office or delivered to the Division BEFORE the above delinquent date. Any postmark or delivery to the Division on or after the delinquent date will result in the assessment of a 10% penalty and one month of interest. If you are unable to file your report before the delinquent date, you may request an extension of time to file. If an extension is granted, you must pay the extension interest (lines 13a and 13b) in addition to the tax due. Failure to file a tax report before the extended delinquent date will result in additional interest and penalty. If the report is more than one month late, additional penalty and interest assessments will be billed.