

CITY OF ROSEBURG
OFFICE OF THE FINANCE DIRECTOR
900 SE DOUGLAS AVE, ROSEBURG, OR 97470-3333

NAME _____
 ADDRESS _____

PERIOD COVERED _____
DATE DUE _____
 DELINQUENT AFTER _____

PLEASE FILL OUT THIS FORM COMPLETELY AND CORRECTLY. PENALTIES AND INTEREST WILL BE CHARGE FOR DELINQUENCY.

NUMBER OF ROOMS _____

CHANGE OF ADDRESS must be filed and reported immediately to the Office of the Finance Director.

IF BUSINESS IS DISPOSED OF OR SUSPENDED, closing return must be filed immediately at the Office of the Finance Director in City Hall, and any tax must be paid. No change of ownership can be recorded until this is done.

CHECKS, CASH, OR MONEY ORDERS in the exact amount of the tax due are accepted by the Office of the Finance Director only as agent of the taxpayer and do not constitute payment until cleared. *Please do not send cash through the mail.* The Office of the Finance Director assumes no responsibility for loss in transit.

REMITTANCE: Avoid penalty - be sure proper remittance is enclosed.

**MAKE CHECKS PAYABLE TO
 CITY OF ROSEBURG**

CALCULATION SECTION	
1. GROSS RENT	\$ _____
<i>ALLOWABLE DEDUCTIONS</i>	
2. Rents (By Month)	\$ _____
3. Rents less than \$5 per day	\$ _____
4. Federal Government	\$ _____
5. Total Allowable Deductions (Lines 2, 3, 4)	\$ _____
6. Taxable Rents (Line 1 minus Line 5)	\$ _____
7. TAX 8% (.08) of Line 6	\$ _____
8. Motel Owners Retention - 5% (.05) of Line 7	\$ _____
9. TOTAL TAX Due (Line 7 minus Line 8)	\$ _____
10. Penalty (10% of Line 9) Applicable if tax not paid by Delinquency Date	\$ _____
11. Interest (1.5% per Month) Applicable if tax not paid by Delinquency Date	\$ _____
12. Adjustment for Prior Overpayment or Shortage	_____
13. TOTAL TAX, PENALTY AND INTEREST to be paid (Line 9 plus 10,11, plus/minus line 12)	\$ _____
<p><i>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.</i></p>	
Signature	Date