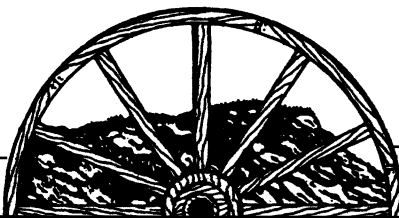

CITY OF



LA GRANDE

THE HUB OF NORTHEASTERN OREGON

Hotel & Motel Transient Room Tax
1000 Adams Ave / PO BOX 670
La Grande, OR. 97850
541-962-1313

Dear Operator/Air BnB Host:

As an establishment in the City of La Grande that provides lodging on a day to day basis, you are required by City ordinance to collect transient room tax and pay the tax to the City of La Grande every month by the 15th following the collection month.

Enclosed in this packet you will find information regarding filing returns for Transient Room Tax with the City of La Grande. The Registration Form needs to be filled out and *returned back to The City of La Grande*.

Also included is the City of La Grande Ordinance number 3188, which outlines Transient Room Tax; State House Bill 2656 and Transient Room Tax Return forms.

You are required to collect 6% and 3% tax for the City and County respectively on rents charged by the day. Each month you are required to report those collections using the enclosed forms and then remit payment payable to the City of La Grande. The City collects the County's portion of the tax. The City of La Grande recommends using the *fillable* form on our website at: www.cityoflagrande.org, which eliminates calculation errors on monthly taxes before filing your monthly returns.

The State of Oregon also requires you to submit lodging tax of 1.8%. Enclosed is a limited information sheet on how to begin reporting to the State of Oregon.

You may need to also contact the City of La Grande Planning division to see if you need a conditional use permit. You can contact them at 541-962-1307.

Returns for each month are required even if you do not have anything to report, simply put zero in the gross rent line. If you have been operating prior to receiving this packet you must file returns for all previous months back to the operating start date (including penalty and interest).

If you have questions please feel free to call me or drop into the office during my office hours: 8:00 AM to 12:00 PM, Monday through Friday and I will be more than happy to assist you.

Sincerely,

Kayla Brainerd
Finance Tech II