

CITY OF BURNS
 242 SOUTH BROADWAY
 BURNS, OREGON 97720
 PHONE 541-573-5255 • FAX 541-573-5622

BE SURE THIS FORM IS FILLED IN COMPLETELY AND CORRECTLY. PENALTIES AND INTEREST FOR DELINQUENCY.

Account No. _____

Period Covered _____

Date Due _____

No. of Rooms _____

CHANGE OF ADDRESS must be filed and reported immediately to the City Recorder's Office.

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

CHECKS, DRAFTS, POSTAL NOTES AND MONEY ORDERS in the exact amount of tax due are accepted by the City Recorder's Office only as agent of the taxpayer and does not constitute payment until cleared. City Recorder's Office assumes no responsibility for loss in transit.

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

MAKE CHECKS PAYABLE
TO
CITY OF BURNS

CALCULATION SECTION	
1. GROSS RENT	\$ _____
LESS: ALLOWABLE DEDUCTIONS:	
2. Rent (by month)	\$ _____
3. Rent less than \$2 per day	\$ _____
4. Total Allowable Deductions (Lines 2 & 3)	\$ _____
5. Taxable Rents (Line 1 minus Line 4)	\$ _____
6. TAX 9% of Line 5	\$ _____
7. All Excess Tax Collected	\$ _____
8. TOTAL TAX DUE (Line 6 plus Line 7)	\$ _____
9. Penalty	\$ _____
10. 6% of line 8 (Administrative Operator Retain)	\$ _____
11. Adjustment for Prior Shortage or (overpayment)	\$ _____
12. TOTAL TAX, PENALTY AND INTEREST (Line 8 Plus Lines 9 & 11 (or subtract Line 11, 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 _____	DATE _____
NAME OF MOTEL _____	