



City of Dayton

Transient Lodging Tax

416 Ferry St
PO Box 339
Dayton OR 97114
503-864-2221

www.daytonoregon.gov
cityofdayton@daytonoregon.gov

QUARTERLY TAX RETURN INSTRUCTIONS

Physical Address

This is the actual physical address where the business is located/operated and must be within the City limits of Dayton.

Business Registration Number

Upon registration of your business, you will be assigned a unique business registration number, which will be your business identification number on your quarterly tax returns.

Line 1 – Total gross receipts for lodging, include all non-operational fees related to lodging. Include both short-term and long-term or monthly receipt totals.

Line 2 – Reduction to Gross Receipts – Line 2a Long term or monthly lodging: Enter the gross lodging receipts received for long term or monthly lodging.

Long term or monthly lodging – A unit that is occupied by the same person or company for a consecutive period of 30 days or more. This requirement is satisfied even if the physical unit changes, but is within the same facility and charges are paid by the same person/company.

Sign and date your return

Please do not use red ink or pencil to fill out your return. Do not staple your check or money order to this return.

Mail your return

Your return cannot be submitted electronically. You must mail or deliver your return with payment to
City of Dayton
PO Box 339/416 Ferry St
Dayton, OR 97114

Late filing and payment

Penalty and interest are imposed if you mail your return and pay the tax after the due date. The penalty is 10% of the unpaid tax amount due in addition to the tax amount. Delinquent tax payments which are more than 30 days delinquent, following the date the remittance first became delinquent, must pay a second delinquency penalty of 15% of the tax amount due in addition to the tax amount due and the 10% penalty first imposed.

Interest

Interest of 1% per/month will be imposed on any unpaid tax from the due date until the date payment in full is received.

Due Date

Your tax return and payment are due quarterly on April 30, July 31, October 31, and January 31.



Oregon Lodging Tax Quarterly Return

City of Dayton

PO Box 339

Dayton OR 97114

(503) 864-2221

cityofdayton@ci.dayton.or.us

www.dayton.or.us

For City of Dayton Use

Year	Quarter	1	2	3	4
Due Date:					
Amount Paid:		Date Received:			
Business Registration Number:					

Due Dates:

Quarter 1 (Jan, Feb, Mar)	Due Date: April 30th
Quarter 2 (Apr, May, Jun)	Due Date: July 31st
Quarter 3 (Jul, Aug, Sept)	Due Date: Oct 31st
Quarter 4 (Oct, Nov, Dec)	Due Date: Jan 31st

Business Information

Tax Quarter	Physical Address				DAYTON, OR 97114	
Business Name			Owner/Operator			
Mailing Address			City		ST	Zip

Closure or change in ownership? ☐ Yes ☐ No

New Owner/Operator Information (include DBA)

Name			Phone		
Mailing Address			City		ST Zip
Business was: ☐ Bought ☐ Sold ☐ Closed			Date:		

1	Total gross receipts for lodging.....	1.	\$
2	Reduction to gross receipts (see instructions)		
2a	Long-term or monthly lodging.....	2a.	\$
2b	Total reduction to gross receipts (line 2a)	2b.	\$
3	Total taxable gross receipts for lodging (subtract line 2b from line 1)	3.	\$
4	Tax Rate	4.	\$ x .11
5	Tax Due (multiply line 3 by line 4)	5.	\$
6	Administrative fee rate	6.	\$ x .05
7	Administrative fee (multiply line 5 by line 6) This will reduce your tax	7.	()
8	TOTAL TAX DUE (subtract line 7 from line 5)	8.	\$

Under penalty of false swearing, I declare that the information in this return and any attachments is true, correct, and complete.

Signature		Date
PRINT name signed above	Title	Phone

Mail this return to:

City of Dayton
Transient Lodging Tax Dept
PO Box 339
Dayton, OR 97114

Revised (10/2024 ORD663)

Keep a copy for your records.