



City of Sutherlin
 Office of the City Recorder
 126 E Central, Sutherlin, OR 97479

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

Name _____ Period Covered _____
 Address _____ **Date Due 15th of each Month / for Prior Month**
 City/State/Zip _____ *Delinquent After Last day of Month
 No. of Rooms/Spaces _____

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

IF BUSINESS IS DISPOSED OF OR SUSPENDED, closing return must be filed immediately at the Office of the City Recorder, 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 Office of the City Recorder and only as agent of the taxpayer and does not constitute payment until cleared. The Office of the City Recorder assumes no responsibility for loss in transit.

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

**MAKES CHECKS
 PAYABLE TO
 CITY OF SUTHERLIN**

CALCULATION SECTION	
1. GROSS RENT	\$ _____
2. Tax 8% of Line 1	\$ _____
3. Motel Owners Retention - 10% of Line 2	\$ _____
4. Total Tax Due (Line 2 Minus Line 3)	\$ _____
5. *Penalty 30 Days Past Due(10% of Line 4)	\$ _____
6. *Interest (1.5% of Line 4 per Month)	\$ _____
7. *Penalty 60 Days Past Due (15% of Line 4)	\$ _____
8. TOTAL TAX, PENALTY AND INTEREST to be paid (Line 4 plus 5, 6 & 7)	\$ _____
I, DECLARE, UNDER PENALTY OF MAKING A FALSE STATEMENT, THAT TO BEST OF MY KNOWLEDGE AND BELIEF, THE STATEMENTS HEREIN ARE CORRECT AND TRUE.	
SIGNATURE _____	DATE _____