



Finance Department
555 Liberty St SE, Room 230, Salem OR 97301

TRANSIENT OCCUPANCY TAX REFUND OR CREDIT CLAIM FORM

Per SRC 37.140, whenever the amount of any tax, penalty or interest has been paid more than once or has been erroneously or illegally collected or received by the Finance Director under this ordinance, it may be refunded. A refund request must:

- 1. Be made in writing on this form,
2. provide verification of the refund claim, and
3. be filed with the Finance Director within three years from the date of payment.

If the claim is approved by the Finance Director, the excess amount collected or paid may be refunded or may be credited on any amounts then due and payable from the operator from whom it was collected or by whom paid, and the balance may be refunded to such operator, or administrators, executors, or assignees of the operator.

Operator or Intermediary Name: \_\_\_\_\_

Reporting period being amended (MM/YYYY): \_\_\_\_\_

Overpayment Amount Claimed: \$ \_\_\_\_\_

Reason for Overpayment:

\_\_\_ Math Error on Tax Form

\_\_\_ Other, please explain: \_\_\_\_\_

Method of Refund Requested:

\_\_\_ Credit on Taxes Due for Month of \_\_\_\_\_

\_\_\_ Refund by Check

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Mail this form with an amended tax remittance from the month of the over payment to:

City of Salem
Transient Occupancy Tax
Finance Division, Room 230
555 Liberty St. SE
Salem, OR 97301

Fax this form with an amended tax remittance from the month of the over payment to:
503-588-6251