

**This voucher is not a return. You must also file a return. You can file on Revenue Online on our website or contact us at [spa.help@oregon.gov](mailto:spa.help@oregon.gov) for a paper return. Use this voucher only if you are paying by check or money order. Do not mail cash. Do not use this voucher if you are using an electronic payment option.**

## Instructions

**Step 1:** Enter the beginning and end date of the tax period for which you are making a payment in the space provided below. For example, for 2016, quarter 4, enter: Begins: 10/01/2016; Ends: 12/31/2016.

Tax period	Beginning date	Ending date
Quarter 1	January 1	March 31
Quarter 2	April 1	June 30
Quarter 3	July 1	September 30
Quarter 4	October 1	December 31

**Step 2:** Complete the name, address, and payment amount fields. Enter your federal employer identification number (FEIN) in the space provided. If you do not have a FEIN, enter your Social Security number (SSN).

**Step 3:** Select the appropriate payment type (original return or amended return).

**Step 4:** Enter the exact amount of the payment you are making, including cents. **Do not** round to the nearest dollar.

**Step 5:** Mail to:

Oregon Transient Lodging Tax  
Oregon Department of Revenue  
PO Box 14110  
Salem OR 97309-0910

Visit [www.oregon.gov/dor/forms](http://www.oregon.gov/dor/forms) to print more vouchers.

## Do you have questions or need help?

[www.oregon.gov/dor](http://www.oregon.gov/dor)  
503-378-4988 or 800-356-4222  
[questions.dor@oregon.gov](mailto:questions.dor@oregon.gov)

Contact us for ADA accommodations or assistance in other languages.