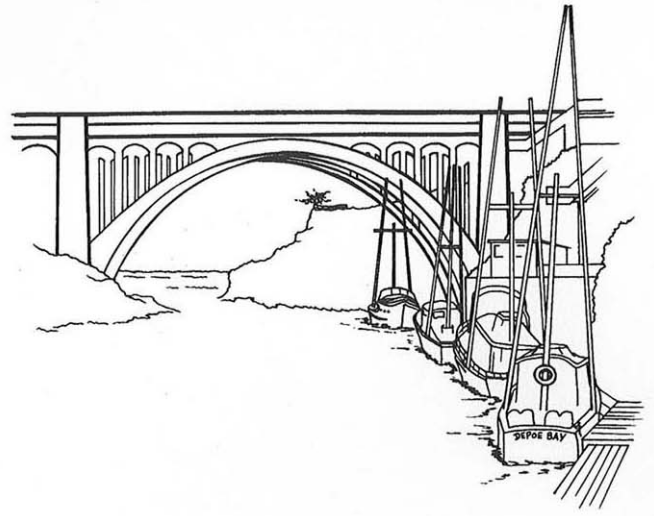


CITY of DEPOE BAY

Post Office Box 8 + Depoe Bay, Oregon 97341
Phone (541) 765-2361 + Fax (541) 765-2129
TDD# 1-800-735-2900



To: Online Travel Companies

If you book rooms within the City of Depoe Bay city limits, you need to:

1. Obtain and maintain a City Business License.
2. Complete an Online Travel Company (OTC) Transient Room Tax (TRT) Registration form, and file it with the City. Any changes to the form must be reported by supplying an updated OTC TRT Registration form to the City.
3. File quarterly Transient Room Tax Returns and remit the quarterly taxes you collect in accordance with Depoe Bay Ord #22, as amended (we will send you the forms each quarter).

A copy of each of these forms is enclosed. Please complete and return. Thank you for your cooperation.