



# Transient Lodging Tax Return -

The City of Urbana | Finance Department  
205 South Main Street, Urbana, Ohio 43078 | (937) 652-4312 | www.urbanaoio.com

Pursuant to Chapter 177 of the Codified Ordinances of the City of Urbana, Ohio, lodging tax of three percent (3%) must be collected from every transient guest. If the operator fails to collect the tax, such operator shall be personally liable for the amount of the tax applicable to each transaction.




## General Information

Name of Establishment: \_\_\_\_\_ Vendor's License Number: \_\_\_\_\_  
Address of Establishment: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name of Operator: \_\_\_\_\_ Email: \_\_\_\_\_  
Name of Owner: \_\_\_\_\_ Email: \_\_\_\_\_  
(If different from operator)

### Filing period for

Payments are due on or before the 15<sup>th</sup> of the following month. For example: tax on January rents are due on or before February 15<sup>th</sup>. A penalty of ten percent (10%) will be assessed on delinquent payments as well as interest of one percent (1%) per month. Any penalty due will be deducted from the payment remitted; unpaid taxes are carried over as due items in the following month.

1. Gross Rents – All lodging furnished to guests	\$
2. Exemptions – Rents paid for the same occupancy for a period exceeding thirty (30) consecutive days - <b>Attach proof</b>	\$
3. Other Exemptions – Rents paid by the federal government, State of Ohio or any of its political subdivisions qualifying for exemption under Chapter 177.04 – <b>Attach proof</b>	\$
4. Total Exemptions – Add lines 2 and 3	\$
5. Taxable Rents – Line 1 minus line 4	\$
6. Tax Due – Multiply line 5 by 3% ( )	\$
7. Adjustments – Prior period – <b>Attach explanation</b>	\$
8. Penalty for late filing – 10% per month until paid	\$
9. Interest – 1% per month until paid	\$
10. TOTAL TAX DUE – <b>Payments are due on or before the 15th of the following month.</b> Sum of lines 6, 7, 8, and 9	\$

 <b>Make Checks Payable to</b> City of Urbana Finance Department	→	 <b>Enclose</b> 1.) Original signed tax return 2.) Check 3.) Any applicable attachment(s)	→	 <b>Return to</b> City of Urbana Finance Department Attn: Accounts Receivable P.O. Box 747 Urbana, OH 43078-0747
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Under penalty of perjury, I hereby certify that the information and statements contained herein and in any schedules or exhibits attached are true and correct. Per Chapter 177.99, a false or fraudulent return or claim is subject to a fine of up to one thousand dollars (\$1,000.00) and/or imprisonment of up to six (6) months.

Name of Person Preparing Return: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature of Person Preparing Return: \_\_\_\_\_ Date: \_\_\_\_\_  
(If other than the Owner/Agent/Manager)  
Signature of Owner/Agent/Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required)