

**MORGAN COUNTY CONVENTION & VISITORS BUREAU
LODGING EXCISE TAX REPORTING FORM**

INSTRUCTIONS: This form is to be completed in its entirety. The tax is due no later than the 30th day of the month following the calendar quarter in which the tax is collected.

Make checks payable to: Morgan County Treasurer and mail to: Morgan County Auditor
155 E. Main St., Room 217
McConnelsville, Ohio 43756

REPORTING PERIOD (Mark the period you are reporting)

_____ 1st quarter; January, February, March (due April 30)

_____ 2nd quarter; April, May, June (due July 30)

_____ 3rd quarter; July, August, September (due October 30)

_____ 4th quarter; October, November, December (due January 30)

Ohio Vendors License Number: _____

Name and address of Lodging Facility: _____

Name and title of person completing this form: _____

If business has been discontinued, indicate date: _____

If business has changed ownership or is a new business, indicate date of change and new owner: _____

Total gross sales from transient lodging room rent: _____

Less Exemptions:

1. Federal employees: If you take this exemption, this form must be accompanied by a copy of the individual's federal I.D. check or other documentation.
2. Guests occupying the same room for 30 days or more. If you take this exemption, the same person must occupy the same room for 30 days or more. This form must be accompanied by a copy of the room bill.

Failure to supply proper documentation will result in facility being responsible for tax.

Taxable Rent: (Total sales less exemptions) _____

Taxes Owed: (Taxable rent times 3% or .03) _____

Penalties for late filing shall be assessed on payments received after the 30th day of the month following the date the tax is due: (10% or .10 times the tax owed) _____

Total tax and penalties: _____

Amount paid: (Should equal total tax for the quarter plus any penalties) _____

I knowingly affirm and declare under the penalties of perjury (ORC 2921.14(7)) that I have examined this form, including any accompanying statements or documentation and is certified, to the best of my knowledge, to be true, correct and complete.

Signature and Title

Date