



Hotel/Motel Excise Tax Exemption Certificate

Part A HOTEL/MOTEL INFORMATION

Name of Hotel/Motel:	Arrival Date	Departure Date
Hotel/Motel Address:	Prepared by (Name and Title of Hotel/Motel Employee)	

Part B OCCUPANT INFORMATION

Occupant's Name (please print)	Title
Name of State or Local Government, Political Subdivision, or Charity (if applicable)	Telephone No.
Street Address of State or Local Government, Political Subdivision, or Charity	
City, State and ZIP of State or Local Government, Political Subdivision, or Charity	

The person signing this form MUST check the applicable box to claim exemption from the hotel/motel excise tax:

STATE AND LOCAL GOVERNMENTS AND POLITICAL SUBDIVISIONS

I certify that to the best of my knowledge and belief the accommodations purchased are for the official business of: 1) the State of Ohio; 2) the Ohio local government indicated above; or 3) Ohio political subdivision indicated above. "Political subdivision" means a city, village, township, county, public school district, public charter school or other public body responsible for governmental activities in a geographic area smaller than that of the state.

INDIGENT INDIVIDUAL WHOSE STAY IS PAID FOR BY A CHARITY

I certify that to the best of my knowledge and belief the accommodations purchased are for the lodging of the indigent individual indicated above whose stay is being paid for by the charity indicated above. I acknowledge that no exemption from the hotel/motel excise tax is available for the lodging of employees, representatives or members of any charitable or religious organization.

NOTE TO FEDERAL EMPLOYEES – No exemption from the hotel/motel excise tax is authorized by the Codified Ordinances of the City of Grove City for federal employees travelling on official business. See section 192.02 of the Codified Ordinances of the City of Grove City.

NOTE TO HOTEL/MOTEL – This certificate must be filled out completely to be valid. Send this certificate to the City of Grove City's Finance Department with your monthly hotel/motel tax return. Keep a copy of this certificate for your records. This hotel/motel is not zoned or approved as an extended stay hotel/motel, and thus no extended stay exemption from the hotel/motel tax is available.

Signature of Hotel/Motel Employee	Hotel/Motel Employee's Email or Telephone No.
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