

Milan Township, Erie County of Ohio  
**HOTEL OPERATORS MONTHLY RETURN OF HOTEL TAX**

**Taxpayer Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Hotel/Motel Phone Number: \_\_\_\_\_

Monthly Report Period: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**COMPUTATION OF TAX; THE RETURN SHALL BE FILED NO LATER THAN THE TWENTIETH (20TH) CALENDAR DAY OF THE MONTH FOLLOWING THE CLOSE OF EACH MONTH.**

- 1. **Gross Receipts** – All Hotel and Motel Lodging furnished to Guests.....\$ \_\_\_\_\_
- 2. **Exempt Receipts** – Permanent Guests (anyone with continuous lodging over 30 days).....\$ \_\_\_\_\_
- 3. **Other Exemptions** – attach copy of Exemption certificate.....\$ \_\_\_\_\_
- 4. **Total Exempt Receipts** – add lines 2 and 3.....\$ \_\_\_\_\_
- 5. **Net Taxable Receipts** – line 1 less line 4.....\$ \_\_\_\_\_
- 6. **Tax Due** – enter 3% of line 5.....\$ \_\_\_\_\_
- 7. **Credit or Debit** – Over or Underpayment in prior months.....\$ \_\_\_\_\_
- 8. **Penalty** – 10% plus 1 ½% interest per day on amount of tax.....\$ \_\_\_\_\_
- 9. **Total Tax Due** – sum of lines 6, 7, and 8.....\$ \_\_\_\_\_

Instructions for the administration of levy of excise tax on lodging furnished by a hotel to transient guests, pursuant to Township of Milan Resolution 96-20, may be obtained by contacting the Milan Township Clerk's Office and requesting a copy of the Hotel Lodging Excise Tax Code of Regulations.

**I hereby certify that the information and statements contained herein and in any schedules or exhibits attached are true and correct.**

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Office Title: \_\_\_\_\_

Make Check, Draft, or money order payable to: "Milan Township Trustees" and mail with completed return.

All information and correspondence should be addressed to Milan Township Trustees, Office of Clerk, 1518 State Route 113 E., Milan, Ohio 44846