

## Hotel/Motel Excise Tax Exemption Certificate

(To be completed by guest and submitted at registration)

<b>Part A</b>	<b>OCCUPANT INFORMATION</b>	
1. Occupant's Name		2. Title
<b>Part B</b>	<b>BUSINESS OR INSTITUTION AUTHORIZATION</b>	
1. Name of Business or Institution Claiming Exemption		2. Federal ID No.
3. Telephone No.		
4. Street Address, City, State and Zip of Business or Institution		
5. Authorized Signature(Treasurer or Financial Officer)		6. Name(please print)
7. Title		8. Date
<b>Part C</b>	<b>Hotel Information</b>	
1. Name of Hotel		2. Arrival Date
3. Departure Date		
4. Hotel Address		5. Prepared by (Name of Hotel Employee)
6. Hotel Vendors License No.		

The person signing this form **MUST** check the applicable box to claim exemption from the hotel/motel excise tax, imposed by ATHENS CITY CODE Chapter 17.03. Questions should be directed (preferable in writing) to Hotel/Motel Excise Tax, Division of Income Tax, 8 E. Washington Street, Athens, OH 45701. Telephone (740) 592-3337

**STATE AND LOCAL GOVERNMENTS AND POLITICAL SUBDIVISIONS THEREOF**  
 I certify that the hotel accommodation purchased is to be paid directly with funds from the entity noted on this form and will be used in the exercise of that entity's functions. "Directly" does not include per diem, entity advances, or similar indirect payments.

**UNITED STATES GOVERNMENTAL EXEMPTION**  
 I certify that the hotel accommodation purchased is to be paid directly with funds from the entity noted on this form and will be used in the exercise of that entity's essential functions. Caution: "Directly" does not include per diem, entity advances, or similar indirect payments. Rooms rented to federal government employees who are paying with cash, personal check or personal credit card are subject to tax. This is true even if the employees will be reimbursed by the federal government. Fill in the GSA centrally billed credit card type, prefix and sixth digit:

PLATFORM (VISA ETC.)  PREFIX (First Four Digits)  SIXTH DIGIT

**NOTE TO VENDOR**

To be valid, this certificate must be filled out completely. Transaction to be reported and exemption claimed at conclusion of guest occupancy. Do not send this verification to the Athens Income Tax Division. Keep a copy of this certificate for your records since it must be available for audit review.

**NOTE TO TRANSIENT GUESTS**

Parts A & B must be completed prior to and submitted at the time of registration. Legible faxed or scanned exemption certificates received by the vendor from qualifying businesses or institutions will be accepted. Multiple guests from the same business or institution may submit one exemption certificate. Do not send this verification to the Athens Income Tax Division. **KEEP A COPY OF THIS CERTIFICATION FOR YOUR RECORDS.** You are responsible to notify the vendor of cancellation, modification, or limitation of the exemption you have claimed.