

Form HM-2 RETURN OF HOTEL MOTEL TAX

City of Centerville Finance Department
100 West Spring Valley Road
Centerville, Ohio 45458
P: 937-433-7151
F: 937-433-0310



For Period of _____ To _____

Account Number: _____

Hotel Name: _____

Address: _____

City, State, Zip: _____

- 1. Gross Receipts (All Hotel/Motel Lodging Furnished Guests)..... _____
- 2. Exempt Receipts (Permanent Guests, Consecutive Lodging Over 30 Days)..... _____
- 3. Other Exemptions (Attach Exemption Certificates) _____
- 4. Total Exempt Receipts (Add Lines 2 and 3) _____
- 5. Net Taxable Receipts (Line 1 Minus Line 4) _____
- 6. Tax Due (Line 5 x 0.03) _____
- 7. Adjustments – Prior Period (Attach Explanation) _____
- 8. Penalty (10% Per Month For Late Payment)..... _____
- 9. Interest (1.5% Per Month For Late Payment) _____
- 10. Total Amount Due (Add Lines 6, 7, 8, and 9) _____

I hereby certify that the information and statements contained herein and in any schedule of exhibits are true and correct.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Promptly notify the City of Centerville of any change in ownership or name and address.

Any person violating any of the provisions of City of Centerville Municipal Code Section 870, Hotel-Motel Tax, shall be guilty of a misdemeanor of the third degree and shall be fined not more than \$500 or imprisoned not more than 60 days, or both. Failure to file the required forms and/or failure to pay the Hotel and Motel Tax constitutes a violation of this section.

GENERAL INFORMATION AND INSTRUCTIONS FOR Form HM-2 RETURN OF HOTEL MOTEL TAX



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INSTRUCTIONS FOR THE TOP SECTION OF THE MONTHLY HOTEL MOTEL TAX RETURN

Period of and to Dates: This is the period of time for which sales are being reported.

Account Number: This is the Hotel Motel Tax Account number that was assigned to your hotel location when you registered with the City of Centerville. This number starts with HM.

Name: Name of the hotel.

Address, City, State, Zip: This is the physical location of the hotel.

LINE-BY-LINE INSTRUCTIONS FOR THE MONTHLY HOTEL TAX RETURN

Please fill in the applicable boxes on Form HM1 Return of Hotel Motel Tax.

- Line 1 Gross Receipts: Report any rent, fee, or charge paid by the occupant, or on behalf of the occupant, for the room and all furnishings, services and accommodations accompanying the use and possession of the room.
 - Line 2 Permanent Exempt Receipts: List all hotel charges that are exempt from hotel tax. This line is for those residents over 30 days of continuous rent. Copies of the lease/agreement, exemption certificates and all supporting documentation must be attached or will not be valid.
 - Line 3 Government Exempt Receipts: List all hotel charges that are exempt due to government exemption. Copies of all exemption certificates must be attached along with the supporting documentation or will not be valid.
 - Line 4 Total Exempt Receipts: Add Lines 2 and 3 together.
 - Line 5 Net Taxable Receipts: Subtract Line 4 from Line 1.
 - Line 6 Tax Due: Multiply number on Line 5 by 0.03.
 - Line 7 Adjustments – Prior Period: List any overpayments or underpayments from prior periods.
 - Line 8 Penalty: 10% penalty per month will be added for late payment.
 - Line 9 Interest: 1.5% interest per month will be added for late payment.
 - Line 10 Total Amount Due: Add Lines, 6, 7, 8 and 9.
- Please make check payable to the City of Centerville.

All Hotel Taxes required to be collected by any operator shall be paid monthly. The hotel tax payment is due on or before the last day of the following month as follows.

Collection Month	Due on or Before *	Delinquent On
January	February 28	March 1
February	March 31	April 1
March	April 30	May 1
April	May 31	June 1
May	June 30	July 1
June	July 31	August 1
July	August 31	September 1
August	September 30	October 1
September	October 31	November 1
October	November 30	December 1
November	December 31	January 1
December	January 31	February 1

**Note: If the due date falls on a Saturday, Sunday, or legal holiday, the last day to pay without incurring penalties and interest will be the next business day.*