

**Form HMX-1 HOTEL MOTEL TAX EXEMPTION CERTIFICATE**

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



This form is to be completed by a representative or employee of a governmental agency requesting an exemption from the City of Centerville's Hotel and Motel Tax. The hotel operator must retain this completed form and supporting documents for four years.

Name of Hotel: \_\_\_\_\_

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

Dates of Occupancy:

Check in: \_\_\_\_\_

Check out: \_\_\_\_\_

Amount paid for the room: \$ \_\_\_\_\_

Per: \_\_\_ Daily \_\_\_ Weekly \_\_\_ Monthly

Person Requesting Exemption:

Name of employee: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Government entity: \_\_\_\_\_

Telephone: \_\_\_\_\_

Street address: \_\_\_\_\_

Email address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

I hereby declare under penalty of perjury that I am a representative or employee of the governmental agency indicated above; and that such charges are incurred in the performance of my official duties as a representative of such agency, and that the foregoing facts and statements are true and correct.

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

Note: In all cases in which the tax is not collected by the operator, the operator shall be liable for the tax due on the taxable rent received for the rental as though the tax had been paid by the occupant.

Operators should not accept this certificate unless the person presenting it submits satisfactory proof that he/she meets the requirements for the exemption (i.e. Government Agency Calling Card, Agency Letter, or Identification Card). A separate exemption certificate is required for each occupant claiming this exemption.

---

**TO BE COMPLETED BY HOTEL OPERATOR/STAFF**

This exemption is not valid unless the occupant's Government Agency Calling Card, Agency Letter, or Identification Card is attached.

VERIFIED BY:

Print Hotel Employee's Name: \_\_\_\_\_

Hotel Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_