



Lancaster Income Tax Department
PO Box 128
Lancaster, Oh 43130
Phone: (740) 687-6606
www.ci.lancaster.oh.us

Lodging Tax Exemption Form

Lodging/Listing Name: _____

Lodging/Listing Address: _____

Property Owner: _____

Owner Mailing Address: _____

Lodging Fein: _____ **Phone:** _____ **Date** _____

Occupant Name _____ **Phone** _____

Check -In Date _____ **Check-Out Date** _____

Exemption Claimed:

Qualifying Residential Hotel Tax Exemption Requirements (for lodging 30 consecutive days or more) pursuant to §185.04 (c) and 185.05. No exemption shall be granted except upon a claim thereof made at the time the lodging is furnished and, under penalty of perjury, upon the completion of this exemption form and in the manner prescribed by the Tax Administrator.

Qualifying Governmental Hotel Tax Exemption Requirements pursuant to §185.04(c) and 185.05: The transient occupancy tax exemption would include lodging, while on official business, furnished to officials and employees of the Federal government, the State of Ohio or any of the State of Ohio political subdivisions. No exemption shall be granted except upon a claim thereof made at the time the lodging is furnished and, under penalty of perjury, upon the completion of this exemption form and in the manner prescribed by the Tax Administrator.

I, the undersigned, am a representative of the department, agency, or instrumentality of the United States Government, the State of Ohio, or a political subdivision of the State of Ohio as indicated above; that the charges for the occupancy at the above establishment on the dates listed have been or will be paid for by that governmental entity; and that these charges are incurred in the performance of my official duties as a representative or employee of that governmental entity.

Signed _____ **Date** _____

Government Agency _____ **Title** _____

IMPORTANT NOTE: Hotels must require verification before accepting a hotel occupancy tax exemption certificate for a qualifying government official or employee and must keep on file pursuant to §185.05 of the Codified Ordinances of the City of Lancaster. The hotel operator must request a government ID, business card or other identification to verify the exemption claimed.