



# Delaware County Commissioners

Jeff Benton  
Barb Lewis  
Gary Merrell

County Administrator  
Tracie Davies

Deputy Administrators  
Dawn Huston  
Aric Hochstettler

Clerk to the Commissioners  
Jennifer Walraven

## Monthly Return of Hotel/Motel Tax

Name of Hotel/Motel

For Month Ending: \_\_\_\_\_  
(Payment due by 23<sup>rd</sup> of following 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 Exempt Receipts (Attach Copy of Exemption Certificate)		
4. Total Exemption Receipts (Add lines 2 & 3)		
5. Net Taxable Receipts (Line 1 less line 4)		
6. TAX DUE (3% of line 5)		
7. Tax Due for Delaware County Fairgrounds (3% of line 5)		
8. Credit or Debit (Over or Under Payment in Prior Months)		
9. Penalty – Late Payment (10% of sum of Lines 6 and 7)		
10. TOTAL AMOUNT DUE (Sum of Lines 6, 7, 8 & 9)		

More information can be found at <https://co.delaware.oh.us/lodgingtax/>

All information and correspondence regarding this return should be addressed to:

Delaware County Commissioners, 91 North Sandusky Street, Delaware, Ohio 43015.

**Make checks payable to: Delaware County Commissioners**

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

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Delaware County Commissioners, The Historic Courthouse, 91 North Sandusky Street, Delaware, Ohio 43015

PHONE: (740) 833-2100 FAX: (740) 833-2099 WEB: [www.co.delaware.oh.us](http://www.co.delaware.oh.us)

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