



EMBASSY SUITES HOTEL®

## GUEST'S GUIDE TO TAX EXEMPT STATUS

Thank you for choosing Embassy Suites Dublin for your business and travel needs!

This guide is to make the tax exempt setup a little easier. As a full service hotel we must provide all and correct tax information per the Department of Taxation and we want to answer any questions that you may have if you are claiming exemption.

Here are a few frequently asked questions:

### **WHAT TAXES ARE CHARGED AT YOUR HOTEL?**

There are two types of taxes that are applied, State Tax and Occupancy Tax.

- ◆ Sales tax is very self-explanatory; it is the State of Ohio 6.75% sales tax.
- ◆ Occupancy Tax – Hotel/Motel Excise Tax is a 10% bed and boarding tax and is applied to all sleeping rooms. 6% of this tax goes to the city, 4% goes to the county.

### **WHAT TAXES AM I EXEMPT FROM?**

- ◆ If you are a Charity, Church, 501(C) or a Non Profit Organization than you can claim exempt from State Tax *only*.
  - ◆ If you are with the US Federal Government, State of Ohio, Ohio Political Subdivision, or staying consecutively over 30 nights, than you can claim exempt of both State and Occupancy Tax.

### **WHAT DOCUMENTATION DO I NEED TO BE MADE TAX-EXEMPT?**

- ◆ You must provide a method of payment that states you are with the tax exempt business or organization.
- ◆ For 6.75% Sales Tax Exemption - A State of Ohio Tax Exempt form (completed with Reason for Exemption and Signature).
- ◆ For 6% City Hotel / Motel Excise Tax Exemption - A Certificate of Exemption from the City of Dublin Division of Taxation. As of February 5<sup>th</sup>, 2010 Dublin will not accept any other forms.
- ◆ For 4% County Hotel / Motel Excise Tax Exemption - A H-3 or H-3GOV form. As of September 1<sup>st</sup>, 2009 the city will not accept any other forms other than the H-3 or H-3GOV.

For Copies of exemption forms please call our hotel @ 614-790-9000 and request a copy.

If you have further questions on tax exemption please contact:

6.75 % Sales Tax – Ohio Department of Taxation @ 614-466-4810 or visit <http://tax.ohio.gov>

6% City Hotel / Motel Excise Tax – City of Dublin Division of Taxation @ 614-410-4460

4% County Hotel / Motel Excise Tax Exemption - City of Columbus @ 614-645-7865 or visit <http://www.columbustax.net> Under Hotel-Motel Excise Tax.