

## Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

\_\_\_\_\_ (Vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

**\*\* Purchaser must state a valid reason for claiming exception or exemption.\*\***

Anything Marked with an X must be completed by organization claiming exemption. Any questions regarding tax status please contact the Department of Taxation @ 1-888-405-4039, select option #2, than option #3

X	X	Purchaser's name - Organization or Company Name	
X		Street address	
X		City, state, ZIP code	
X		Signature	Title
X		Date signed	
X		Vendor's license number, if any	

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code. This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.

\*\* Reason must be a valid reason for exemption from the Department of Taxation. For a full list of valid reasons for exemption please visit the Ohio Department of Taxation's website @ [http://www.tax.ohio.gov/sales\\_and\\_use/faqs/sales\\_basics.aspx](http://www.tax.ohio.gov/sales_and_use/faqs/sales_basics.aspx) or see page 2 of this document.



CITY OF DUBLIN.

Division of Taxation  
5200 Emerald Parkway  
P.O. Box 9062  
Dublin, Ohio 43017-0962

Phone: 614-410-4460  
Fax: 61-761-6582  
Web site: www.dublin.oh.us

CERTIFICATE OF EXEMPTION  
HOTEL/MOTEL  
EXCISE TAX

Embassy Suites Columbus Dublin X  
Name of Hotel, Apartment Hotel Date  
Or Lodging House

5100 Upper Metro Place, Dublin, OH 43017 X  
Address Date of Occupancy

All items marked with "X" must be completed by the organization for this form to be valid.

This is to certify that the undersigned hereby claims exemption from the hotel/motel excise tax, imposed by Dublin City Ordinance 133-87, payable to said establishment.

Purchaser must state statutory reason for claim exemption or exception.

X \_\_\_\_\_  
Name (Please print)

X \_\_\_\_\_  
Signature (Fiscal Officer) Date

X \_\_\_\_\_  
Employer and Statutory Reason for Exemption

**Bill must be paid with government check or government credit card.**

Form

**H-3GOV**

City of Columbus, Income Tax Division

**Hotel/Motel Excise Tax Exemption Certificate**

(To be completed by guest and submitted to registration)

<b>Part A OCCUPANT INFORMATION</b>		
1. Occupant's Name		2. Title
<b>Part B BUSINESS OR INSTITUTION AUTHORIZATION</b>		
1. Name of Business or Institution Claiming Exemption		2. Federal ID No.
3. Telephone No.		
4. Street Address, City, State and Zip of Business or Institution		
5. Authorized Signature (Treasurer or Financial Officer of Business or Institution):		6. Name (please print):
7. Title		8. Date
<b>Part C HOTEL INFORMATION</b>		
1. Name of Hotel, Apartment Hotel or Lodging House:		2. Arrival Date
Embassy Suites Columbus Dublin		3. Departure Date
4. Hotel Address: 5100 Upper Metro Place Dublin, OH 43017		5. Prepared by (Name of Hotel Employee)
		6. Hotel Vendors License No. <b>26-0331180</b>

The person signing this form **MUST** check the applicable box to claim exemption from the hotel/motel excise tax, imposed by COLUMBUS CITY CODES Chapter 371.2(e) and Tax Regulations of the Franklin County Convention Facilities Authority, Section 2(d). Questions should be directed (preferable in writing) to Hotel/Motel Excise Tax, Division of Income Tax, 50 West Gay Street, 4<sup>th</sup> Floor, Columbus, OH 43215-9037. Telephone (614) 645-7865.

**STATE AND LOCAL GOVERNMENTS AND POLITICAL SUBDIVISIONS THEREOF**

I certify that the hotel accommodation purchased is to be paid directly with funds from the entity noted on this form and will be used in the exercise of that entity's essential functions. "Directly" does not include per diem, entity advances, or similar indirect payments.

**UNITED STATES GOVERNMENTAL EXEMPTION**

I certify that the hotel accommodation purchased is to be paid directly with funds from the entity noted on this form and will be used in the exercise of that entity's essential functions. Caution: "Directly" does not include per diem, entity advances, or similar indirect payments. Rooms rented to federal government employees who are paying with cash, personal check or personal credit card are subject to tax. This is true even if the employees will be reimbursed by the federal government. Fill in the GSA centrally billed credit card type, prefix and sixth digit:

PLATFORM (Visa and etc.)

PREFIX (First four digits)

SIXTH DIGIT

**NOTE TO VENDOR** – To be valid this certificate must be filled out completely. Transaction to be reported and exemption claimed at conclusion of quest occupancy. Do not send this certification to the Columbus Income Tax Division. Keep a copy of this certificate for your records since it must be available for audit review

**NOTE TO TRANSIENT GUESTS** – Parts A & B must be completed prior to and submitted at the time of registration. Legible faxed or scanned exemption certificates received by the vendor from qualifying businesses or institutions will be accepted. Multiple quests from same business or institution may submit one exemption certificate along with schedule detailing individual occupant information in Part A. Do not send this certification to the Columbus Income Tax Division. **KEEP A COPY OF THIS CERTIFICATION FOR YOUR RECORDS.** You are responsible to notify the vendor of cancellation, modification, or limitation of the exemption you have claimed.



**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.

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.columbus-tax.net> Under Hotel-Motel Excise Tax.

**OCPJA Winter Conference Attendees may fax all 3 tax forms prior to arrival to Embassy Suites, Dublin FAX: 614-798-8390 (Attn: Daniel Whitt) or bring signed forms to the hotel upon arrival.**