



**City of Huber Heights**  
**Hotel / Motel / Short-Term Rental Tax**

Period: (Month / Year) \_\_\_\_\_  
(One month per form)

Due Date: \_\_\_\_\_  
(Returns are due the last day of the month  
following the month reported)

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

If a new business or change of ownership, indicate starting date: \_\_\_\_\_

If the business has ended, indicate the final date of operation: \_\_\_\_\_  
\_\_\_\_\_

**Calculation of Taxable Revenue**

1. Total Revenue from All Room / Unit Rentals \$ \_\_\_\_\_  
(Including Nonrefundable Fees, i.e. Cleaning Fees, Pet Fees, etc.)

Allowable Deductions - MUST ENTER AS A NEGATIVE NUMBER

2. Occupancy Rent for Permanent Residents (30 Days or more) \$ \_\_\_\_\_  
(Attach Exemption Certificates - Must equal the deduction)

3. Occupancy Rent for Authorized Governmental Agencies \$ \_\_\_\_\_  
(Attach Exemption Certificates - Must equal the deduction)

4. Total Allowable Deductions (Sum of Items #2 and #3) \$ \_\_\_\_\_

5. Taxable Revenue (Item #1 less Item #4) \$ \_\_\_\_\_

**Computation of Tax**

6. 3% of Taxable Revenue (Item #5) \$ \_\_\_\_\_

7. Tax Collected \$ \_\_\_\_\_

8. Amount Due (Larger of Item #6 or #7 plus / minus Item #9) \$ \_\_\_\_\_

9. Adjustments - Prior Period (Attach Explanation) \$ \_\_\_\_\_

10. Adjustments - Other (Attach Explanation) \$ \_\_\_\_\_

11. Late Filing Penalty (\$10 per Day) \$ \_\_\_\_\_

12. Amount Remitted (Sum of Items #8 through #11) \$ \_\_\_\_\_

Under penalties of perjury, I declare that I have examined this return and the records substantiating the above allowable deductions, and to the best of my knowledge and belief, it is true, correct and complete.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Checks Payable to: City of Huber Heights

Mail Checks and Forms to: City of Huber Heights  
6131 Taylorsville Road

Credit Card Payments: <https://www.hhoh.org/131/Online-Payments>

Huber Heights, OH 45424

Please See the City Website for Additional Information and the Fillable Tax Form: [www.hhoh.org](http://www.hhoh.org)

New Business Questions can be E-Mailed to: [dmillard@hhoh.org](mailto:dmillard@hhoh.org)

Payment Questions can be E-Mailed to: [rhale@hhoh.org](mailto:rhale@hhoh.org)  
[bdunivan@hhoh.org](mailto:bdunivan@hhoh.org)