



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
Huber Heights, OH 45424

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

Please See the City Website for Additional Information and the Fillable Tax Form: www.hhoh.org

New Business Questions can be E-Mailed to: dmillard@hhoh.org

Payment Questions can be E-Mailed to: rhale@hhoh.org
bdunivan@hhoh.org