

# 2026 PERKINS TOWNSHIP HOTEL OPERATORS MONTHLY RETURN OF HOTEL TAX

Hotel Name: \_\_\_\_\_

Month Ending: \_\_\_\_\_

Hotel Address: \_\_\_\_\_

Due Date: \_\_\_\_\_

DESCRIPTION	AMOUNT
<b>1. Gross Receipts</b> - All Hotel & Motel Lodging furnished to guests	
<b>2. Exempt Receipts</b> - Permanent Guests (anyone with continuous lodging over 30 days)	
<b>3. Other Exemptions</b> - (attach copy of Exemption Certificate)	
<b>4. Total Exempt Receipts</b> - (total of lines 2 & 3)	\$ -
<b>5. Net Taxable Receipts</b> - (line 1 less line 4)	\$ -
<b>6. Tax Due</b> - (3% of line 5)	\$ -
<b>7. Credit or Debit</b> - (over or under payment in prior months)	
<b>8. Penalty</b> - (10% plus 7% interest per month on amount of tax)	
<b>9. Total Tax Due</b> - (sum of lines 6, 7, and 8)	\$ -
<b>Total</b>	\$ -

Tax is due on or before the fifteenth (15th) day of the month following the close of each month.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Make check or money order payable to Perkins Township and mail with completed return to:

PERKINS TOWNSHIP FISCAL OFFICER  
2610 Columbus Ave. Sandusky, OH  
44870

Instructions for the administration of levy of excise tax on lodging furnished by a hotel to transient guests, pursuant to Township of Perkins Resolution 2018-120 and ORC 5703.47, may be obtained by contacting the Perkins Township Fiscal Officer and requesting a copy of the Hotel Lodging Excise Tax Code of Regulations or from our website.

This form may be downloaded from our website, [www.perkinstownship.com](http://www.perkinstownship.com) On the website's Home Page, click on **Administration**, select **Services & Forms**, then select **Hotel Operators Monthly Return of Hotel Tax**, print, and save. Complete the printed form and mail it with your payment to the address above. If any changes are needed for your hotel, please call Administration at 419-609-1400 during regular business hours Monday - Friday, 8:00am-4:00pm or email [fiscalofficer@perkinstownship.com](mailto:fiscalofficer@perkinstownship.com) or [lhohler@perkinstownship.com](mailto:lhohler@perkinstownship.com)