



# Lodging Establishment Registration & Transient Guest Bed/Occupancy Tax Information

*Madison Village 126 West Main St. Madison, OH 44057*

The Council for the Village of Madison has determined that it is necessary for the operation of the Village government that a tax be levied on overnight lodging of transient guests. Local Village Ordinance 35-2007, passed by Village Council on August 20, 2007, became effective on January 1, 2008. A copy of said ordinance is available on our website: [www.madisonvillage.org](http://www.madisonvillage.org), or a copy can be provided to you upon request.

**Registration** Within 30 days of commencing business, each operator of any hotel, motel, bed and breakfast or other lodging establishment in which lodging is rented to transient guests, shall register their establishment with the Village Tax Administrator to obtain a Transient Occupancy Registration Certificate. The Village Tax Administrator shall issue a Certificate evidencing fulfillment of the requirement of registration for the purpose of collecting the bed tax from transient guests per Village Ordinance 35-2007, and remitting said tax to Madison Village.

**Penalties** Any operator who fails to remit the tax imposed via Ordinance 35-2007 within the time required shall pay a penalty equal to 10% of the amount of the tax, in addition to the tax. Also, the operator shall pay interest at the rate of 1% per month, or fraction thereof, on the amount of the tax exclusive of penalties, from the date on which the remittance first became delinquent until paid. *(To obtain the complete language of this section relating to penalties and interest, see Section 7 of Ordinance 35-2007.)*

***If you have further questions regarding this registration process, please contact Kristie Crockett, Village Tax Administrator via email at [kmcrockett@madisonvillage.org](mailto:kmcrockett@madisonvillage.org) or by phone: 440-428-7526.***



# Lodging Establishment Registration

## Application for Transient Occupancy Certificate

Madison Village 126 West Main St. Madison, OH 44057 440-428-7526

*In accordance with the Transient Guest Bed Tax imposed under Madison Village Local Ordinance 35-2007*

- 1) Legal Name of Business: \_\_\_\_\_
- 2) DBA (if applicable): \_\_\_\_\_
- 3) Address of Business: \_\_\_\_\_  
\_\_\_\_\_
- 4) Owner/Operator of Business: \_\_\_\_\_
- 5) Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_
- 6) Contact Mailing Address: \_\_\_\_\_  
*(if different than above)*
- 7) Employer's Federal ID # \_\_\_\_\_
- 8) Type of Establishment:      Hotel       Motel       Lodging House/  
B&B       Other  \_\_\_\_\_
- 9) Number of Rental Rooms: \_\_\_\_\_ Room Rental Rates: Single \$ \_\_\_\_\_ Double \$ \_\_\_\_\_
- 10) Type of Ownership:      Corporation       Partnership       Individual  
Owner       Other (Specify)  \_\_\_\_\_

### List names and home addresses of Owners, Partners, or Principal Corporate Officers:

Name	Home Address	Title
_____	_____	_____
_____	_____	_____
_____	_____	_____

11) Date owner commenced business with this establishment in Madison Village: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*By signing below, I affirm all information provided on this form is true and accurate to the best of my knowledge.*

X \_\_\_\_\_ Date \_\_\_\_\_  
Signature Title

\_\_\_\_\_  
Printed Name

**Mail completed form within 30 days to:**  
**Madison Village - Bed Tax**  
**126 West Main St.**  
**Madison, OH 44057**

*Do not write below this line.*

Date Application Received: \_\_\_\_\_

Certificate Number Assigned: # \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date Certificate Mailed: \_\_\_\_\_

Misc Comments: \_\_\_\_\_