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, 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
kmrcrockett@madisonvillage.org or by phone: 440-428-7526.

Revised 4/2019
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:

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<th>Name</th>
<th>Home Address</th>
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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 ______________________ Title ______________________ Date ______________________

Printed Name ______________________

Mail completed form within 30 days to:

Madison Village - Bed Tax
126 West Main St.
Madison, OH 44057

Date Application Received: ______________ Certificate Number Assigned: # __________
Reviewed by: ______________________ Date Certificate Mailed: ______________
Misc Comments: ______________________