

**CITY OF FAIRLAWN  
DEPARTMENT OF TAXATION**  
3487 South Smith Road  
Fairlawn, Ohio 44333

**MONTHLY TRANSIENT GUEST TAX RETURN**

Name:

Address:

City/State/Zip:

Transient Guest Tax Return for the calendar month and year indicated:

- |  |                      |
|--|----------------------|
| 1. Total amount of rent collected for dwelling, lodging, or sleeping | <input type="text"/> |
| 2. Rent collected for permanent guests                               | <input type="text"/> |
| 3. Exempted rents  | <input type="text"/> |
| 4. Total Deductions (line 2 plus line 3)                             | <input type="text"/> |
| 5. Net taxable billing (line 1 minus line 4)                         | <input type="text"/> |
| 6. Transient guest tax (line 5 multiplied by 0.03)                   | <input type="text"/> |
| 7. Adjustments – Prior Period  | <input type="text"/> |
| 8. Total amount due (line 6 plus/minus line 7)                       | <input type="text"/> |

I certify I have examined this return and to the best of my knowledge believe it is true, correct and complete.

Signature

Date

**Due Date:** The last day of the calendar month following the month in which the transactions occurred.

**Penalty and Interest:** A penalty of ten percent (10%) of the tax due and interest at the rate of one and one-half percent (1.5%) of the tax due per month will be assessed for tax paid after the due date.

**Please mail this return to:** City of Fairlawn, Department of Taxation, P.O. Box 5433, Fairlawn, OH 44334

**CITY OF FAIRLAWN  
DEPARTMENT OF TAXATION**

**MONTHLY TRANSIENT GUEST TAX RETURN INSTRUCTIONS**

The City levies a three percent (3%) transient guest tax on all rents received by a hotel. The transient guest tax applies to all rent paid or to be paid by the transient guest for accommodations for dwelling, lodging, or sleeping. The tax to be collected shall be stated and charged separately on any record, contract, bill, or statement of charges made for such use and shall be paid by the occupant to the operator of the hotel who shall be liable for the collection thereof and for the tax.

On or before the last day of each calendar month, the operator of the hotel shall remit to the City all transient guest taxes owed on transactions made in the preceding calendar month using this form. Any hotel operator who fails to remit any transient guest tax within the time required shall pay a penalty equal to ten percent (10%) of the tax due and interest at the rate of one and one-half percent (1.5%) of the tax due per month, in addition to the tax.

Additional information regarding the City's transient guest tax can be found in Chapter 890 of the Codified Ordinances of the City available at [www.cityoffairlawn.com](http://www.cityoffairlawn.com).

- Line 1      Enter the amount of gross rent received for accommodations for dwelling, lodging, or sleeping.
- Line 2      Enter the amount included in line 1 which represents rent received for the occupancy of any room by a person for a period exceeding thirty (30) consecutive days.
- Line 3      Enter the amount included in line 1 which represents exempt rent received. The following are exempt from the transient guest tax:
- (a)      Rents not within the taxing power of the City under the Constitution or laws of the State of Ohio or of the United States;
  - (b)      Rents paid by the State or any of its political subdivisions; and
  - (c)      Food or beverage served in a hotel room subject to the provisions of Chapter 890 of the Codified Ordinances of the City of Fairlawn and subject to the tax levied hereby.
- Line 4      Add line 2 and line 3 and enter the amount here.
- Line 5      Subtract the line 4 from line 1 and enter the amount here.
- Line 6      Multiply line 5 by the transient guest tax rate (3% or 0.03) and enter the amount here.
- Line 7      Enter any necessary adjustments to prior period returns and include an explanation of the adjustment with the return.
- Line 8      Add line 6 and line 7 and enter the amount here. This is the amount of transient guest tax due with this return.