

GUIDE TO TAX EXEMPT STATUS

This guide is to make the tax exempt set up a little easier. As a full service hotel, we must provide all and correct tax information to the various taxing agencies.

Here are a few frequently asked questions:

WHAT TAXES ARE CHARGED AT YOUR HOTEL for GUESTROOMS?

-There are three types of Taxes Applies, State Sales Tax, County Occupancy Tax, and City Bed Tax.

- 8% State Sales Tax - 8% - This the State of Ohio Sales Tax
- 6.5% County Occupancy Tax – 6.5% - Hotel/Motel Occupancy Tax for Cuyahoga County
- 3% City Bed Tax – 3% - Hotel/Motel Occupancy tax for the City of Cleveland

WHAT TAXES AM I EXEMPT FROM?

- If you are a Charity, Church, 501(c) or a Non Profit Organization than you can claim exempt from SALES TAX ONLY- Exempt from 8%. These groups must still pay the County and City Tax.
- If you are with the US Federal Government you can be exempt from all 3 taxes. Proper Documentation is required.
- If you are a resident of the Hotel for 30 Nights, you can claim exempt from all Three Taxes. Please see Finance for further assistance with these guests. The Cuyahoga County Form must be completed also completing section 3.

WHAT DOCUMENTATION DO I NEED TO BE MADE TAX EXEMPT?

- You must provide a method of payment that states you are with the tax exempt business or organization.
- For the 8% Sales Tax Exemption – A State of Ohio Tax Exempt Form must be provided at Check-In. This form must be filled out completely with reason of Exemption and Signature.
- If the guest is exempt from all three taxes, the guest must also complete the additional Cuyahoga County Form in addition to providing proper documentation showing you are exempt.
- There are no exemptions for County or City Taxes unless you are listed as a Federal Associate or meet the 30 day residency status.
- If you have any question about Tax Exempt status, please advise the Finance Team. Please advise the guest that taxes will post upon review of the documents provided.
- ALL Taxes MUST post to the guest folio and then be adjusted off after review of all of the proper documentation.

BANQUET MEETING ROOM?

- There will be NO TAX if we are only renting the room and nothing else.
- There WILL BE TAX if we are serving any consumption items.
- Example; if the group is doing there conference in Burlington Room and has a coffee break session in another room, we would still need to tax both room rentals even though the one room doesn't have F&B.

BANQUET/EVENT GROUP TAX EXEMPT?

- The Group must provide an Ohio Tax Exempt Certificate that is filled out and completely and signed.
- Form will be submitted to Finance for review. If approved, group will only be Exempt from the 8% Sales tax for their events

ATTRITION AND CANCELLATIONS

- Attrition is subject to Tax- Subject to all three taxes (state, county, city)
 - Cancellations are NOT subject to tax.

For any further questions or assistance, please reach out to the Finance Team.

