

PERKINS TOWNSHIP

HOTEL LODGING EXCISE TAX

CODE OF REGULATIONS

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Section 1. Title

This Code of Regulations shall be known and maybe cited and referred to as "Perkins Township Hotel Lodging Excise Tax Code of Regulations" or "Hotel Excise Tax Code of Regulations" to the same effect.

Section 2. Definitions

Except where the context otherwise requires, the definitions given in this section govern the construction and are the meanings of the words defined.

- (a) "Person" means any individual, firm, partnership, joint venture, association, social club, fraternal organization, joint stock company, corporation, estate, trust, business trust, receiver, trustee, syndicate, or any other group or combination acting as a unit.
- (b) "Clerk" means the Clerk of Perkins Township or his/her appointed designee.
- (c) "Hotel" means every establishment kept, used, maintained, advertised or held out to the public to be a place where sleeping accommodations are offered for a consideration to guests, in which one or more rooms are used for the accommodation of such guests, whether such rooms are in one or several structures.
- (d) "Transient guest" means persons occupying a room or rooms for sleeping accommodations for less than thirty (30) consecutive days.
- (e) "Rent" means the consideration received for occupancy valued in money, whether received in money or otherwise, including all receipts, cash, credits, and property or services of any kind or nature, and also any amount for which the occupant is liable for the occupancy Without any deduction therefrom whatsoever.
- (f) "Operator" means the person who is proprietor of the hotel, whether in the capacity of owner, lessee, mortgagee in possession, licensee, or any other capacity. Where the operator performs his functions through a managing agent of any type or character other than an employee, the managing agent shall

also be deemed an operator for the purposes of this regulation and shall have the same duties and liabilities as his principal. Compliance with the provisions of this regulation by either the principal or the managing agent shall, however, be considered to be compliance by both.

- (G) "Occupancy" means the use or possession, or the right to the use or possession of any room or rooms or space or portion thereof, in any hotel for dwelling, lodging or sleeping purposes. The use or possession or right to use or possess any room or any suite of connecting rooms as office space, banquet or private dining rooms, or exhibit, sample or display space shall not be considered occupancy within the meaning of this definition unless the person exercising occupancy uses or possesses, or has the right to use or possess all or any portion of such room or suite of rooms for dwelling, lodging or sleeping purposes.

Section 3. Imposition of Tax

For the purpose of providing revenue with which to meet the needs of Perkins Township, for the use of the general fund of the Township an excise tax is hereby levied on transactions by which lodging by a hotel is or is to be furnished to transient guests.

The tax is three percent (3%) on all rents paid or to be paid by the transient guest for the lodging. Said tax constitutes a debt owed by the transient guest to Perkins Township, which is extinguished only by payment to the Operator as Trustee for the Township. The transient guest shall pay the tax to the operator of the hotel at the time the rent is paid. If the rent is paid in installments, a proportionate share of the tax shall be paid with each installment. The unpaid tax shall be due upon the transient guest ceasing to occupy space in the hotel. The operator shall collect from the transient guest the full and exact amount of the tax payable on each taxable lodging. The operator shall deposit all funds collected under this section into a separate account as Trustee for Perkins Township separate from all other funds of the operator.

Section 4. Exemptions,

No tax shall be imposed under this regulation:

- (a) Upon rents not within the taxing power of the Township under the Constitution or laws of Ohio or the United States;

- (b) Upon rents paid by the State of Ohio or any of its political subdivisions;

No exemption claimed under paragraph (a) or (b) of this section shall be granted except upon a claim therefor made at the time rent is collected and under penalty of perjury upon a form prescribed by the Clerk.

Section 5. Prohibition against False Evidence of Tax-Exempt Status

No transient guest shall refuse to pay the full and exact tax as required by this regulation; or present to the operator false evidence indicating that the lodging as furnished is not subject to the tax.

Section 6. Tax to be Separately Stated and Charged.

The tax to be collected shall be stated and charged separately from the rent and shown separately on any record thereof, at the time when the occupancy is arranged or contracted and charged for, and upon every evidence of occupancy or any bill or statement or charge made for said occupancy issued or delivered by the operator, and the tax shall be paid by the occupant to the operator as trustee for and on account of the Township, and the operator shall be liable for the collection thereof and for the tax.

No operator of a hotel shall advertise or state in any manner, whether directly or indirectly, that the tax or any part thereof will be assumed or absorbed by the operator, or that it will not be added to the rent, or that, if added, any part will be refunded except in the manner hereinafter provided.

Section 7. Registration.

Within thirty (30) days after the effective date of this regulation or within thirty (30) days after commencing business, whichever is later, each operator of any hotel renting lodging to transient guests shall register said hotel with the Clerk and obtain from him or her a "Transient Occupancy Registration Certificate" to be at all times posted in a conspicuous place on the premises. Said certificate shall, among other things, state the following:

- (a) The name of the operator;
- (b) The address of the hotel;
- (c) The date upon which the certificate was issued;

- (d) "This Transient Occupancy Registration Certificate signifies that the person named on the face hereof has fulfilled the requirements of the Perkins Township Hotel Lodging Excise Tax Code of Regulations by registering with the Clerk for the purpose of collecting from transient guests the Hotel Lodging Excise Tax and remitting said tax to the Clerk. This certificate does not constitute a permit."

Section 8. Reporting and Remitting.

Each operator shall, on or before the **fifteenth** day of the month following the close of each month, make a return to the Clerk, on forms provided by him or her, of total rents charged and received and the amount of tax collected for the transient occupancies. All claims for exemption from tax filed by occupants with the operator during the reporting period shall be filed with the report.

At the time the return is filed, the full amount of the tax collected shall be remitted to the Clerk. The Clerk may establish shorter reporting periods for any certificate holder if he or she deems it necessary in order to insure collection of the tax, and he or she may require further information in the return if such information is pertinent to the collection of the tax. Returns and payments are due immediately upon cessation of business for any reason.

All taxes collected by operators pursuant to this regulation shall be held in trust for the account of Perkins Township until payment thereof is made to the Clerk. All returns and payments submitted by each operator shall be treated as confidential by the Clerk and shall not be released by him or her except upon order of a court of competent jurisdiction or to an officer or agent of the United States, the State of Ohio, the County of Erie or in order to comply with requirements of O.R.C. Section 149.43. Annually a statement of account shall be furnished all operators effective December 31st of the current year.

Section 9. Penalties and Interest.

- (a) Delinquency. Any operator who fails to remit any tax imposed by this regulation within the time required shall pay a penalty equal to ten percent (10%) of the amount of the tax, in addition to the tax.
- (b) Fraud. If the Clerk determines that the non-payment of any remittance due under this regulation is due to fraud, a penalty equal to twenty-five percent (25%) of the amount of the tax shall be added thereto in addition to the penalties stated in paragraph (a) of this section.

- (c) Interest. In addition to the previous penalties imposed, any operator who fails to remit any tax imposed by this regulation shall pay interest at the rate of one and one half percent (1-1/2%) per month on the amount of the tax exclusive of penalties, from the date on which the remittance first became delinquent until paid.
- (d) Penalties during Pendency of Hearing or Appeal. All penalties and interest provided under the terms of this regulation shall be imposed and fully charged during the pendency of any hearing provided for in Section 11 of this regulation or during the pendency of any appeal to the Board of Perkins Township Trustees provided for in Section 12 of this regulation.
- (e) Abatement of Interest and Penalty. In cases where a return has been filed in good faith and an assessment has been paid within the time prescribed by the Clerk, and Clerk may abate any charge of penalty or interest or both.

Section 10. Records. Inspection, Destruction

Each operator shall keep complete and accurate records of lodging furnished, together with a record of the tax collected thereon, which shall be the amount due *under* this regulation, and shall keep all invoices, and such other pertinent documents. If the operator furnishes lodging not subject to the tax, the operator's records shall show the identity of the transient guest, if the sale was not exempted by reason of such identity, or the nature of the transaction if exempted for any other reason. Such records and other documents shall be opened during business hours to the inspection of the Clerk and shall be preserved for a period of three (3) years, unless the Clerk, in writing, consents to their destruction within that period, or by any others requesting that such records be kept for a longer period of time.

Section 11. Failure to Collect and Report Tax, Determination of Tax by Township Clerk

If any operator shall fail or refuse to collect said tax and to make, within the time provided in this regulation, any report and remittance of said tax or any portion thereof required by this regulation, the Clerk shall have the right of entry into a hotel to inspect all records held by the hotel operator. As soon as the Clerk shall procure such facts and information as he or she is able to obtain upon which to base the assessment of any tax imposed by this regulation and payable by any operator who has failed or refused, to collect the same and to make such report and remittance he or she shall proceed to determine and assess against such operator the tax, interest and penalties provided for by this regulation. In case such determination is made, the Clerk shall give a notice of the amount so assessed by serving it personally or by depositing it in the United States mail, postage prepaid, addressed to the operator so assessed at his last known place of address. Such operator may within ten (10) days after the Serving or mailing of such notice make application in writing to the Clerk for a hearing on the

amount assessed. If application by the operator for a hearing is made within the time prescribed, the tax, interest and penalties, if any, determined by the Clerk shall become final and conclusive and immediately due and payable. If such application is made, the Clerk shall give not less than five (5) days written notice in the manner prescribed herein to the operator to show cause at a time and place fixed in said notice why said amount specified therein should not be fixed for such tax, interest and penalties. At such hearing, the operator may appear and offer evidence why such specified tax, interest and penalties should not be so fixed. After such hearing, the Clerk shall determine the proper tax to be remitted and shall thereafter give written notice to the person in the manner prescribed herein of such determination and the amount of such tax, interest and penalties. The amount determined to be due shall be payable after fifteen (15) days' unless an appeal is taken as provided in Section 12.

Section 12. Appeal.

Any operator aggrieved by any decision of the Clerk with respect to the amount of such tax, interest and penalties, if any, may appeal to the Perkins Township Board of Trustees by filing a notice of appeal with the Clerk and Trustees within fifteen (15) days of the serving or mailing of the determination of tax due. The Perkins Township Board of Trustees shall fix a time and place for hearing such appeal, and shall give notice in writing to such operator at his last known place of address. The findings of the Perkins Township Board of Trustees shall be served upon the appellant in the manner prescribed above for service of notice of hearing. Any amount found to be due shall be immediately due and payable upon the service of notice.

Section 13. Actions to Collect

Any tax required to be paid by a transient guest under the provisions of this regulation shall be deemed a debt owed by the transient guest to the Township. Any such tax collected by an operator which has not been paid to the Township shall be deemed a debt owed by the operator to the Township. Any person owing such a debt to the Township under the provisions of this regulation which debt has become delinquent, shall be liable to an action brought in the name of Perkins Township by and through the Erie County Prosecutor for the recovery of such amount.

Section 14. Refunds

- (a) Whenever the amount of any tax, interest, or penalty has been overpaid or paid more than once or has been erroneously or illegally collected or received by the Township under this regulation, it may be refunded as provided in subparagraphs (b) and (c) of this section provided a claim in writing therefor, stating under penalty of perjury the specific grounds upon which the claim is founded, is filed with the Clerk within three years of the date of payment. The claim shall be on forms furnished by the Clerk.
- (b) An operator may claim a refund or take as credit against taxes collected and remitted the amount overpaid, paid more than once or erroneously or illegally collected or received when it is

established in a manner prescribed by the Clerk that the person from WW1' the tax has been collected was not a transient guest; provided, however, that neither a refund nor a credit shall be allowed unless the amount of the tax so collected has either been refunded to the transient guest or credited to rent subsequently payable by the transient to the operator.

- (c) A transient guest may obtain a refund of taxes overpaid or paid more than once or erroneously or illegally collected or received by the Township by filing of a claim in the manner provided in subparagraph (a) of this section, but only when the tax was paid by the transient guest directly to the Clerk, or when the transient guest having paid the tax to the operator, establishes to the satisfaction of the Clerk that the transient guest has been unable to obtain a refund from the operator who collected the tax
- (d) No refund shall be paid under the provisions of this section unless the claimant establishes his right thereto by written records showing entitlement thereto.

Section 15. Separability.

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this regulation or any part thereof is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this regulation or any part thereof. The Perkins Township Board of Trustees hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional.