



CITY OF ASHTABULA  
FINANCE DEPARTMENT  
TAX DIVISION

City of Ashtabula • 4717 Main Ave • Ashtabula, OH 44004 • (440) 992-7107

**Lodging Establishment Registration**

Application for Transient Occupancy Certificate

**ALL QUESTIONS MUST BE ANSWERED**

Federal Employer Identification No.

Please Print or Type

\_\_\_\_\_

1) Legal name of Business: \_\_\_\_\_

2) Doing Business As (DBA): \_\_\_\_\_

3) Contact Information: Name \_\_\_\_\_

Email \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4) Address of Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

{Note: If you have more than one place of business, list other locations on the reverse side.}

5) Type of Establishment:

Hotel       Motel       Lodging House/ B&B       Other: \_\_\_\_\_

6) No of Rooms: \_\_\_\_\_

7) Type of Ownership:

Sole Proprietor       Partnership       Corporation       Other: \_\_\_\_\_

**List of Names and home addresses of Owners, Partners, or Principal Corporate Officers:**

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

8) Date owner commenced business with this establishment in the City of Ashtabula: \_\_\_/\_\_\_/\_\_\_

9) Previous/Other Name(s) for Business: \_\_\_\_\_

9a) EIN: \_\_\_\_\_

*I hereby certify that the statements made herein have been examined by me, and are to the best of my knowledge and belief, true and complete.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

**REGISTRATION**

The Legislature of the City of Ashtabula has provided by Local Law the following:

Each operator of any establishment renting lodging to transient guests shall register said establishment with the Finance Director and obtain a Transient Occupancy Registration Certificate. The Finance Department shall then promptly issue a Certificate evidencing fulfillment of the City of Ashtabula Bed Tax Ordinance by registering with the City of Ashtabula for the purpose of collecting from transient guests the Bed Tax and remitting said tax to the City of Ashtabula.

**PENALTIES**

Any operator who fails to remit any tax imposed Chapter 197 of the City of Ashtabula Codified Ordinances within the time required shall pay a penalty equal to ten percent (10%) of the amount of the tax, in addition to the tax. For each additional thirty-day period or portion thereof during which either the tax or penalty remains unpaid, the operator shall be assessed interest on the unpaid balance at the greater of (i) one and one-half percent (1.5%), or (ii) one-twelfth (1/12th) of the then-prevailing Federal Reserve inter-bank rate.

**LISTING OF ADDITIONAL LOCATIONS**

(Continuation from Page 1)

DBA Name:

Address of Establishment:

Employer Identification No:

1 \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_-\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_-\_\_\_\_\_

3 \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_-\_\_\_\_\_

4 \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_-\_\_\_\_\_