



600 Metro Place N.
Dublin, OH 43017

To Whom It May Concern:

The DoubleTree by Hilton™ Columbus Dublin, in accordance with the State of Ohio and City of Dublin, requires the following items in order to receive exemptions from tax.

Please note that The DoubleTree by Hilton™ Columbus Dublin does not provide these items.

1. The State Blanket Certificate: This will allow you exemption from the 8% State of Ohio tax only (room tax).

2. The City of Columbus Excise Form: This will allow you exemptions from the city of Columbus occupancy taxes of 4% (occupancy tax).

3. The City of Dublin Excise Form: This will allow you exemptions from the city of Dublin city taxes of 6% (city tax).

***Not every organization is exempt from City and Occupancy Taxes. City of Dublin Exemption.**

Certificates are available at website: www.dublin.oh.us

4. A Company Check or Credit Card: Personal checks, credit cards or cash are not acceptable forms of payment when applying for tax exemption. Payment to The DoubleTree by Hilton™ Columbus Dublin must come directly from the tax exempt agency by check or credit card.

TAX EXEMPTION CERTIFICATE

CERTIFICATE TO BE EXECUTED WHEN TAX -EXEMPT SALES IS MADE TO AN EXEMPT INSTITUTION OR AGENCY:

The undersigned hereby certifies that the item or items being purchased are to be used or consumed in connection with the operation of the exempt institution or agency named in the space provided below, and that the consideration for this purchase moves from the funds of the designated institution or agency.

BUSINESS NAME: _____

ADDRESS: _____

The following checked bracket (s) indicates our tax status:

- ☐ Room #_____ and description of proof document_____.
- ☐ Permanent resident status stay or contract for_____ continuous days per room.
- ☐ Food & Beverage purchased for resale and being reported under our active sales tax account #_____.
- ☐ Purchased for our own use and are subject to State of:_____ direct pay permit.
- ☐ Exemption for purposes of the organization and are being paid for from organizational funds, and are not for fund raising activities.

Should determination be made that any or all of this sales is for taxable purpose, it is agreed that tax, penalty and interest will be paid to the seller.

Signed: _____

Title: _____

Date: _____

Illegal use of this certificate subjects persons to the penalties of state sales tax law.

Varies by state, city and county as to number of continuous days.

H-3GOV**Hotel/Motel Excise Tax Exemption Certificate**

(To be completed by guest and submitted to registration)

Part A OCCUPANT INFORMATION

1. Occupant's Name

2. Title

Part B BUSINESS OR INSTITUTION AUTHORIZATION

1. Name of Business or Institution Claiming Exemption

2. Federal ID No.

3. Telephone No.

4. Street Address, City, State and Zip of Business or Institution

5. Authorized Signature (Treasurer or Financial Officer of Business or Institution):

6. Name (please print):

7. Title

8. Date

Part C HOTEL INFORMATION

1. Name of Hotel, Apartment Hotel or Lodging House:

2. Arrival Date

3. Departure Date

DoubleTree by Hilton Columbus Dublin

4. Hotel Address:

5. Prepared by (Name of Hotel Employee)

6. Hotel Vendors License No.

600 Metro Place N., Dublin, OH 43017

The person signing this form **MUST** check the applicable box to claim exemption from the hotel/motel excise tax, imposed by COLUMBUS CITY CODES Chapter 371.2(e) and Tax Regulations of the Franklin County Convention Facilities Authority, Section 2(d). Questions should be directed (preferable in writing) to Hotel/Motel Excise Tax, Division of Income Tax, 50 West Gay Street, 4th Floor, Columbus, OH 43215-9037. Telephone (614) 645-7865.

☐**STATE AND LOCAL GOVERNMENTS AND POLITICAL SUBDIVISIONS THEREOF**

I certify that the hotel accommodation purchased is to be paid directly with funds from the entity noted on this form and will be used in the exercise of that entity's essential functions. "Directly" does not include per diem, entity advances, or similar indirect payments.

☐**UNITED STATES GOVERNMENTAL EXEMPTION**

I certify that the hotel accommodation purchased is to be paid directly with funds from the entity noted on this form and will be used in the exercise of that entity's essential functions. Caution: "Directly" does not include per diem, entity advances, or similar indirect payments. Rooms rented to federal government employees who are paying with cash, personal check or personal credit card are subject to tax. This is true even if the employees will be reimbursed by the federal government. Fill in the GSA centrally billed credit card type, prefix and sixth digit:

PLATFORM (Visa and etc.)

PREFIX (First four digits)

SIXTH DIGIT

NOTE TO VENDOR – To be valid this certificate must be filled out completely. Transaction to be reported and exemption claimed at conclusion of guest occupancy. Do not send this certification to the Columbus Income Tax Division. Keep a copy of this certificate for your records since it must be available for audit review

NOTE TO TRANSIENT GUESTS – Parts A & B must be completed prior to and submitted at the time of registration. Legible faxed or scanned exemption certificates received by the vendor from qualifying businesses or institutions will be accepted. Multiple quests from same business or institution may submit one exemption certificate along with schedule detailing individual occupant information in Part A. Do not send this certification to the Columbus Income Tax Division. **KEEP A COPY OF THIS CERTIFICATION FOR YOUR RECORDS.** You are responsible to notify the vendor of cancellation, modification, or limitation of the exemption you have claimed.

**Sales and Use Tax
Blanket Exemption Certificate**

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

DoubleTree by Hilton Columbus, Dublin

(Vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

Purchaser must state a valid reason for claiming exception or exemption.

Purchaser's name

Street address

City, state, ZIP code

Signature

Title

Date signed

FEIN#

Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code. This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.



CITY OF DUBLIN.

Division of Taxation
5200 Emerald Parkway
P.O. Box 9062
Dublin, Ohio 43017-0962
Phone: 614-410-4460
Fax: 61-761-6582
Web site: www.dublin.oh.us

CERTIFICATE OF EXEMPTION
HOTEL/MOTEL
EXCISE TAX

DoubleTree by Hilton Columbus Dublin

Name of Hotel, Apartment Hotel

Date

Or Lodging House

600 Metro Place N., Dublin OH 43017

Address

Date of Occupancy

This is to certify that the undersigned hereby claims exemption from the hotel/motel excise tax, imposed by Dublin City Ordinance 133-87, payable to said establishment.

Purchaser must state statutory reason for claim exemption or exception.

Name (Please print)

Signature (Fiscal Officer)

Date

Employer and Statutory Reason for Exemption

Bill must be paid with government check or government credit card.