



Village of Russells Point

433 St Rt 708 • PO Box 30
Russells Point, OH 43348
Phone 937-843-2245

**HOTEL AND
SHORT-TERM RENTAL
REGISTRATION**

NOTE: Registration must be completed for each rental location.

HOTEL & SHORT-TERM RENTAL EXCISE TAX: (Reference Ordinance 22-1198)

Every person engaged in the business of owning, operating or managing a hotel or short-term rental as defined in accordance with Ordinance 22-1198 shall pay to the Village an excise tax equal to six percent (6%) of the transaction by which the hotel or short-term rental accommodations are furnished to guests and transient guests. Excise tax shall be reported and paid on a monthly basis to the Village of Russells Point. Excise tax forms can be found at www.russellspoint-oh.gov.

INCOME TAX: (Reference Chapter 182 of the Codified Ordinances)

All businesses operating within the Village of Russells shall file and pay a one percent (1%) municipal income tax. In addition, any person or business that pays an employee a salary for labor for services performed in the Village of Russells Point for twelve (12) days or more in any one (1) calendar year shall withhold, file and pay one percent (1%) municipal income tax on all salaries. The Village of Russells Point has contracted the Central Collection Agency (CCA) to administer the collection of all income tax. All tax forms and payments should be addressed to and made payable to CCA. It is your responsibility to notify CCA of any changes to your status. Income tax forms can be found at ccatax.ci.cleveland.oh.us.

Name or Corporate Name: _____

Business or Trade Name: _____

Business Mailing Address: _____

Short-Term Rental Address: _____

Federal Tax I.D. or SSN: _____

Contact Person: _____ Phone: _____

Email Address: _____

Date this property become a Short-Term Rental _____

Business Type:

- Sole Proprietor Corporation Partnership
- Limited Liability Company S-Corporation Estate or Trust
- Governmental Non-Profit Corporation Financial Organization
- Union Other _____

Fiscal period ending month: _____

- Are you obligated to withhold employment taxes for the Village of Russells Point in accordance with Chapter 182 of the Codified Ordinances: Yes No
- If yes, do you estimate the withholding to be more than \$100 per month? Yes No

Name: _____ Title: _____

Signature: _____ Date: _____

Please notify the Fiscal Officer of any changes in the information provided.