

City of Milton

1139 Smith Street, Milton, WV 25541
Phone: (304) 743-3032 - Fax: (304) 743-1872



HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE

Instructions for Applicant:

All hotels located within the City of Milton corporate limits are required to impose a six percent (6%) occupancy tax on any consumer occupying a hotel room in the city. Rooms **paid directly** by the Federal government, State of West Virginia or one of its political subdivisions are exempt from state sales tax **ARE NOT** exempt from the occupancy tax.

Check the appropriate reason for your tax exemption in Section I and provide all the information requested in Section II. Sign and date the certificate, and present to the desk clerk upon your check-in at the hotel. **You must present a tax exemption certificate for each stay no matter how often you may frequent a hotel.**

Section I (please check one of the following):

- I am an **employee** of the United States government staying at this hotel on business related to my job with the occupancy charges **billed to and paid directly** by the United States government.
- I am an **employee** of the State of West Virginia, or one of its political subdivisions staying at this hotel on business related to my job with the occupancy charges **billed to and paid directly** by the State of West Virginia or one of its political subdivisions.

MONTHLY STAYS ARE NO LONGER EXEMPT FROM HOTEL OCCUPANCY TAXES
IF THEY DO NOT MEET THE ABOVE CRITERIA

Section II

Name of Exempt Organization: _____

Name of Occupant: _____ Phone #: _____

Method of Payment (please circle): Credit Card / Check

First Four Digits of Credit: _____ Sixth Digit of Credit Card: _____

Name of Checking Acct: _____ Check #: _____
(must match organization name above)

<u>Occupant Declaration</u>	<u>Hotel Use</u>
By signing below, I do hereby certify, declare and attest, under penalty of perjury that I am exempt from the City of Milton Hotel Occupancy Tax for the reason checked in Section I above.	Hotel Name: _____
_____	Received by: _____
Signature	Date Received: _____
Date	

This form must be presented to the desk clerk upon check-in and retained at the hotel.