



**HUNTINGTON**  
**WEST VIRGINIA**  
*Finance Division*

800 Fifth Avenue  
P.O. Box 1659  
Huntington, WV 25717  
Phone: (304) 696-5969  
Fax: (304) 781-8350

**HOTEL OCCUPANCY TAX**  
**CITY OF HUNTINGTON**

Account #:

Period Date:

Due Date:

**Instructions**

1. To set up a HOTEL OCCUPANCY TAX account, you will need a City of Huntington Business License.
2. Complete this **City of Huntington Hotel Occupancy Tax Remittance Form**.
3. This return must be accompanied by the required remittance no later than thirty (30) days after period ended.
4. If your return is received after the due date, you will be assessed for penalties due.
5. Please make checks payable to: City of Huntington.
6. Mail payments to: **Hotel Occupancy Tax, City of Huntington, P.O. Box 1659 Huntington, WV 25717.**
7. For additional information please contact a Revenue Service Representative at (304) 696-5969.

**Our office is open Monday through Friday from 8:00 a.m. to 4:30 p.m., except holidays**

<b>1. Gross Receipts</b>	\$	
<b>2. Exempt Receipts-Federal or State Government Guests (Each exemption must be documented with Exemption Certificate on reverse side of this form)</b>	\$	
<b>3. Net Taxable Receipts ( Line 1 less Line 2)</b>	\$	
<b>4. Tax Due (Enter 6% of Line 3)</b>	\$	
<b>5. Penalty and Interest (ADD: Penalty of 5% first month, 1% for each additional month or fraction thereof. Interest of 6% per annum from due date or return)</b>	\$	
<b>6. Total Tax Due (Sum of Lines 4 and 5)</b>	\$	

<b>Contact Number</b>	<b>E-Mail Address</b>	<b>FEIN</b>
<b>Print Name of Taxpayer</b>	<b>Signature of Taxpayer</b>	<b>Date</b>