



# FINANCE DIVISION

City of Huntington  
**Finance Division**  
P.O. Box 1659 | Huntington, WV 25717  
(304) 696-5540, option 4  
finance@huntingtonwv.gov

## Hotel Occupancy Tax Remittance Form

Business Name and Address:

Account #: \_\_\_\_\_

Period Date: \_\_\_\_\_

Due Date: \_\_\_\_\_

**Hotel Occupancy Tax Overview:** The Hotel Occupancy Tax rate is 6% for all hotel rooms within the corporate limits. The tax is collected by the operator from the consumer. The operator shall be liable for the collection of the tax and for the tax.

### Instructions

1. Complete a City of Huntington Business License and indicate hotel as the business type.
2. A **Hotel Occupancy Tax** account will be setup once the Business License has been submitted.
3. Complete the information below and submit this form and payment. If your form is received after the due date you will be assessed penalties.
4. Please make checks payable to: City of Huntington.
5. Mail payments to: **Hotel Occupancy Tax, City of Huntington, P.O. Box 1659 Huntington, WV 25717.**
6. For additional information please contact a Revenue Service Representative at (304) 696-5540 x2399 Monday through Friday 8:00am to 4:30pm or visit [www.cityofhuntington.com](http://www.cityofhuntington.com).

<b>1. Gross Receipts</b>	\$
_____	_____
<b>2. Exempt Receipts-Federal or State Government Guests</b> (Each exemption must be documented with Exemption Certificate on reverse side of this form)	\$
_____	_____
<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</b> (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>6. Total Tax Due (Sum of Lines 4 and 5)</b>	\$
_____	_____

Contact Number	E-Mail Address	FEIN
Print Name of Taxpayer	Signature of Taxpayer	Date