



HOTEL AND
CONFERENCE CENTER

GUEST GUIDE TO TAX EXEMPTION

Thank you so much for choosing Nationwide Hotel and Conference Center for your guest room and event needs. We look forward to providing you an excellent experience as a guest at our property!

You are receiving this guide because you have inquired about the taxes billed at our property. This guide will try to answer the frequently asked questions regarding tax exemption. See below:

What taxes are billed at Nationwide Hotel and Conference Center?

7% Sales Tax – This tax rate applies to the majority of purchases at the property. This includes: Guest Sleeping Room Rates, Food & Beverage, Pantry Items, Valet Laundry, just to name a few. 5.75% is the State portion of the tax and 1.25% is the County (Delaware) Rate.

9% Hotel / Motel Excise Tax – This tax rate applies to guest sleeping room rates. 6% goes to Delaware County and 3% goes to Orange Township.

Do you accept tax exemption?

We are happy to accept your tax exemption provided all required documents are supplied and criteria for exemptions are met.

What taxes am I exempt from?

We cannot advise you on your tax-exempt status, please refer to your tax professional for that information. Typical exempt organizations we have seen include (but are not limited to):

State Sales Tax Exemption – Federal Government Agencies, Ohio State Government and Political Subdivisions, Non-For Profits Operating Exclusively in Ohio, 501 (C) 3 Organizations, Churches. You may visit the State of Ohio's website for more information:

https://www.tax.ohio.gov/sales_and_use.aspx

Hotel / Motel Excise Tax Exemption – Federal Government organizations only. *We are located in Delaware County and must follow their exemption guidelines and therefore cannot accept the Franklin County H-3GOV form for State and Political Subdivisions.*

I will be paying for my room myself, can I be tax exempt?

To be exempt, all charges must be paid for directly by the tax-exempt organization via a check or credit card from that organization. If you are paying for your room, you cannot be tax exempt as an individual cannot claim exemption. Even if you will be reimbursed later by the organization, we cannot exempt the transaction from taxes unless the exempt organization



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pays for the charges directly. The only exception to this is if you are staying on property over 30 days consecutively (see below).

I am staying for an extended length of time, will I be tax exempt?

Yes, if you are staying on property for over 30 days consecutively then you will then be considered a long term stay and sales and occupancy tax no longer apply. Your stay must be for over 30 days, there cannot be any break in the length of stay or you will no longer be considered a long term guest. You will be billed taxes up until that 31st day and at that time the taxes will be reimbursed to you.

What documentation do I need to claim exemption?

We require a fully completed State of Ohio Blanket Certificate of Exemption (Form STEC-B) along with a copy of the check or credit card** paying for the room as proof of the organization's direct payment. You may send this information in advance to info@nationwidehcc.com to expedite your check-in or present them upon arrival. Please note that all paperwork must be reviewed by our Accounting Department and can take up to 30 days to review after checkout. Any paperwork deemed to be invalid or incomplete will not be accepted and taxes will be billed to the method of payment on file.

Thank you so much in advance for reviewing this document and we appreciate you following all tax-exempt guidelines of the property. Our goal is to provide a smooth check-in and payment process for you while making sure everyone is in compliance of State and Local Government rules. We understand taxes are a very complex item and there may be further questions you may have. You may forward any further questions regarding tax exemption to our Property Accountant, Heather Kinney, at hkinney@nationwidehcc.com for more information.

** A front copy of the card only. Please mask all but the last four digits of the credit card account # and the expiration date before sending for security reasons.