

**ERIE COUNTY, OHIO**  
**Transient Occupancy Registration**  
**ERIE COUNTY AUDITOR**  
**Richard H. Jeffrey**  
247 Columbus Avenue #210  
Sandusky, OH 44870  
[www.erie.iviewauditor.com](http://www.erie.iviewauditor.com)

419-627-7743 OR 419-627-7746

The following information is necessary for the purpose of maintaining the Erie County Hotel Lodging Excise Tax.

Please complete 1 registration form per location and return to:  
Erie County Auditor, Attn: Heather at 247 Columbus Ave. #210 Sandusky, OH 44870 (mail) OR  
[Hwalters@eriecounty.oh.gov](mailto:Hwalters@eriecounty.oh.gov) (e-mail)

(Please type or print)

1. **Name of Rental or Business:** \_\_\_\_\_  
*(Use name of establishment)*

2. **Address of Rental or Business Location:** \_\_\_\_\_  
\_\_\_\_\_  
*Number & Street* *City* *Zip Code*

3. **Legal Name - Owner/Operator:** \_\_\_\_\_  
*(Use legal name of business: corporation, partnership OR Owner of Rental)*

4. **Address of Owner/Operator:** \_\_\_\_\_  
*(If different from above)* *Number & Street* *City* *Zip Code*

5. **Preferred Address for Correspondence** (Circle one) **Line 2** OR **Line 4**

6. **Location of Rental or Business:** \_\_\_\_\_  
*(List actual city, village, or township)*

7. **List current vendor license number for this business** \_\_\_\_\_  
*(If applicable)*

8. **Indicate how this business is owned:** (Circle one below)  
**Sole Proprietor**   **Partnership**   **Corporation**   **LLC**

9. **Please specify taxpayer ID for this establishment:** (SSN or EIN) \_\_\_\_\_

10. **Total number of rooms available for rent:** \_\_\_\_\_

11. **Preferred Telephone Number for contact:** \_\_\_\_\_

**E-mail for contact:** \_\_\_\_\_

12. **Signature of Owner/Operator:** \_\_\_\_\_

**FOR AUDITOR'S USE ONLY**

**ACCOUNT NUMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_