

# Portage Township

Ottawa County, Ohio

## EXTENDED STAY REFUND REQUEST FORM

(Stays of 30 consecutive days or more are not subject to the Portage Township Lodging Excise Tax.  
Complete this form to receive a refund on any Lodging Excise Taxes paid on extended stays.)

\_\_\_\_\_  
Name of Guest

\_\_\_\_\_  
Inclusive Dates of Stay

\_\_\_\_\_  
Address of Guest

\_\_\_\_\_  
Amount of Rent Paid

\_\_\_\_\_  
Amount of Refund Requested

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature of Guest

\_\_\_\_\_  
Lodging Representative

**Note: Include a copy of your lodging invoice with this claim form.**

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