

**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.)

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Name of Guest

---

Address of Guest

---

Signature of Guest

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Inclusive Dates of Stay

---

Amount of Rent Paid

---

Amount of Refund Requested

---

Phone

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Lodging Representative

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

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