



INSTRUCTIONS ADMISSIONS TAX - MONTHLY AND ANNUAL RETURN

This return must meet the following requirements:

-All returns must be signed by an authorized representative of the business. Scanned copies of hand written signatures are acceptable when submitting digitally or by fax.

-Returns must be accompanied by supporting documentation that includes:

- 1) Event Location,
- 2) Event Date(s),
- 3) For **Sold** Admissions: a) Number of Admissions, b) Ticket Price, c) Refunds Issued (must include refunded Admissions Tax),
- 4) For **Resold** Admissions: a) Number of Admissions, b) Net Resale Price, c) Refunds Issued (must include refunded Admissions Tax). For each Resold

-Return and payment submitted (digitally OR submitted by mail) must be received or postmarked on or before the twentieth (20th) day of the month following the end of the month being reported.

-Returns not submitted by due date will be charged 1% interest per month.

-If a final return is being filed, please note the return is final and your wish to surrender your license in the accompanying correspondence.

ALL RECORDS PERTINENT TO ADMISSIONS TAXES COLLECTED SHALL BE RETAINED FOR THREE (3) YEARS OR UNTIL RELEASED IN WRITING BY THE CITY TREASURER.

Admissions Tax Submission and Payment Instructions

The Division of Treasury is pleased to be able to offer the following options for submitting your admissions tax documentation, including license application, tax returns, supporting documentation, etc., and payment(s):

Digital Instructions

- To submit your return and documentation, please email them to treasury.license@cincinnati-oh.gov and note that you will be making payment online. Note that returns submitted digitally do not need to be submitted in duplicate.
- Payment can be made by credit card, debit card, or e-check. Please note that there will be a 3% convenience fee added to all credit card payments.
- For online payments, please visit: <https://paydirect.link2gov.com/CincinnatiTreasury/ItemSelection/SelectItems>

Or scan code:



- Please complete the following information:
 - o **Customer Name**. This should match the name listed on your admissions tax license
 - o **Customer Address** (if desired). This should match the address listed on your admissions tax license.
 - o Select "**Admissions Tax**"
 - o In the Memo field,
 - § Enter "**Adm Tax License**" if you are paying for an admissions tax license or renewing an admissions tax license.
 - § Enter "**Return MM/YYYY**" if you are paying for an admissions tax return. For example, when paying for your Nov. 2020 admissions tax return, enter "Return 11/2020"
 - § Enter "**Annual Return**" if you are paying for an annual admissions tax return.
 - o Enter the total amount of your payment, including any late fee.
 - o Click **Continue**, enter your payment information, and follow the remaining prompts.

Mailing Instructions

- Please mail your documentation and payment(s) to:
Division of Treasury
City of Cincinnati
801 Plum Street, Rm 202
Cincinnati, OH 45202
- Make check or money order payable to "City of Cincinnati"
- If you would like a receipt, please request a receipt and include a self-addressed, stamped envelope.

For questions concerning Admissions Taxes or bonds, please contact us at:

Treasury License Section
ph: 513-352-3224
fax: 513-352-6984
treasury.license@cincinnati-oh.gov
801 Plum St., Rm 202
Cincinnati, OH 45202