

Online Filing, Registration & Payments

To make your local taxes, registrations, and payments easier, Ottawa County, OH has partnered with [Localgov](#). This service facilitates secure and convenient online filings and payments. Now you can submit and pay your tax filings and manage your business licensing from the comfort of your home or business, save time, and avoid late fees.

Migration Notice: We are excited to inform you that Localgov, Ottawa County's trusted partner for online tax filings and payments, has released a new and improved platform and will be transitioning all Ottawa County users to the new system on June 24, 2026. On the day of migration, you will receive an email from Localgov containing a link to sign into your new account and instructions to reset your password. Rest assured, all your historical filing data will be securely transferred to the new platform without any action required on your part.

New Localgov Login Page: <https://tax.localgov.org/>

Starting June 24, 2026 the following Ottawa County, OH forms are available to submit on Localgov:

- Auditor Lodging Tax Registration
- Auditor Lodging Tax Remittance (Monthly/Quarterly)
- Auditor Lodging Tax Remittance Put-In-Bay Corp (25) (Monthly/Quarterly)
- Auditor Lodging Tax Remittance Put-In-Bay Township (24) (Monthly/Quarterly)

Helpful Resources to Get Started:

- **Set up your online account here:** <https://tax.localgov.org/login>. It takes just a few minutes to get started, set up payments, and get current with your taxes. If you have any questions or need assistance, please contact Localgov Customer Service at (877) 842-3037 or service@localgov.org.
- **Schedule a training with Localgov Customer Service** and we'll walk you through how to register and submit your first filing: <https://www.localgov.org/training>
- **Bookmark the Localgov Help Center:** service.localgov.org/knowledge
- **Need help submitting your forms on Localgov?** Click on the links below to access some helpful resources.
 - [How do I create a Localgov account?](#)

Recommended Government Website Updates
Localgov

- [How do I log into Localgov?](#)
- [How do I submit a form on Localgov?](#)
- [Where do I find the form I need to submit on Localgov?](#)
- [How do I make a payment on Localgov?](#)

How to File Your Taxes on Localgov

First, add your business into your Localgov portal:

1. Sign into your Localgov account: <https://tax.localgov.org/>
2. Go to the “My Businesses” page.
3. Click the button “Add a Business.”
4. Search for “Ottawa County, Ohio”.
5. Search for your business by address or business name.
6. Select your business and click the button “Add Business.”
7. You will be redirected back to the Businesses list page.
8. To view your business details and required forms, click the “Actions” button and select “View Details” next to your business name.

Next, proceed to submit your tax filing on Localgov:

1. Sign into your Localgov account: <https://tax.localgov.org/>
2. Go to the “Submit Forms” page.
3. Search for “Ottawa County, Ohio”.
4. Select the tax form you are required to file. If you select the wrong form, you will receive an error message.
5. Fill out all required fields. The form on Localgov will automatically calculate the tax and fees due.

How to Submit Your Auditor Lodging Tax Registration on Localgov

1. Create your free Localgov account and sign into your portal: <https://tax.localgov.org/>
2. Go to the ‘Submit Forms’ page and search for the “Ottawa County, Ohio”.
3. Select the application you wish to submit.
4. Once you have submitted your application, the government will review your application and notify you when it has been approved or rejected.

Auditor Lodging Tax Registration Requirements

Overview & Definitions

The Auditor Lodging Tax Registration is required for all lodging establishments within Ottawa County, Ohio that accommodate transient guests. All operators of lodging establishments (including hotels, motels, bed & breakfasts, cottages, cabins, condominiums, and vacation homes) located within Ottawa County who are applying for a new certificate number and have not previously registered their property must complete and submit this registration form.

Definitions

- **Lodging:** Every establishment kept, used, maintained, advertised or held out to the public to be a place where sleeping accommodations are offered for consideration to guests. This includes but is not limited to hotels, motels, bed & breakfasts, cottages, cabins, condominiums, and vacation homes.
- **Transient Guest:** Persons occupying a room or rooms for sleeping accommodations for less than thirty (30) consecutive days.
- **Operator:** The person who is proprietor of the lodging establishment, whether in the capacity of owner, lessee, mortgagee in possession, licensee, or any other capacity. Managing agents are also considered operators with the same duties and liabilities.
- **Occupancy:** The use or possession, or the right to the use or possession of any room or rooms or space for dwelling or sleeping purposes in any lodging establishment.
- **Rent:** The consideration received for occupancy valued in money, including all receipts, cash, credits, and property or services of any kind or nature.
- **Tax Rate:** Three percent (3%) on all rents paid by transient guests for lodging accommodations.

Registration Procedure and Fees

When to submit the form:

- **ONLY** submit this registration form if you are requesting to receive a NEW certificate number

- **DO NOT** submit if you have already registered your property with the County and have a certificate number
- You must obtain an additional certificate for every property, except when you own/operate an entire building with multiple rental units

Within thirty (30) days after commencing business, each operator must:

- Register the lodging establishment via Localgov
- Obtain the Transient Occupancy Registration Certificate
- Post the certificate in a conspicuous place on the premises at all times

Auditor Lodging Tax (Monthly/Quarterly) Requirements

Overview & Definitions

The Auditor Lodging Tax Remittance Form is used by operators to report and remit lodging excise tax collected from transient guests. This tax supports the operation of the convention and visitors bureau in Ottawa County. All registered lodging establishment operators with an existing Certificate Number are required to remit this tax.

Definitions

- **Person:** Any individual, firm, partnership, joint venture, association, social club, fraternal organization, joint stock company, corporation, estate, trust, business trust, receiver, trustee, syndicate, or any other group or combination acting as a unit.
- **Auditor:** The Auditor of the County of Ottawa, Ohio, or his or her appointed designee.
- **Lodging:** Every establishment kept, used, maintained, advertised or held out to the public to be a place where sleeping accommodations are offered for a consideration to guests, in which one or more rooms are used for the accommodation of such guests, whether such rooms are in one or several structures. This includes but is not limited to hotels, motels, bed & breakfasts, cottages, cabins, condominiums, and vacation homes.
- **Transient Guest:** Persons occupying a room or rooms for sleeping accommodations for less than thirty (30) consecutive days.
- **Rent:** The consideration received for occupancy valued in money, whether received in money or otherwise, including all receipts, cash, credits, and property

or services of any kind or nature, and also any amount for which the occupant is liable for the occupancy without any deduction there from whatsoever.

- **Operator:** The person who is proprietor of the lodging establishment, whether in the capacity of owner, lessee, mortgagee in possession, licensee, or any other capacity. Where the operator performs functions through a managing agent, the managing agent shall also be deemed an operator with the same duties and liabilities.
- **Occupancy:** The use or possession, or the right to the use or possession of any room or rooms or space or portion thereof, in any lodging establishment for dwelling or sleeping purposes.

Tax, Penalty, and Interest Rates

All lodging operators in Ottawa County are subject to a **3% County lodging tax** on all rents paid by transient guests. However, businesses located within the Put-In-Bay districts are required to pay an additional local tax:

- **Put-In-Bay Corporation (District 25):** Additional 1.5%, for a total tax rate of 4.5%.
- **Put-In-Bay Township (District 24):** Additional 1%, for a total tax rate of 4%.

In addition to the standard **Auditor Lodging Tax Remittance Form**, there are separate LocalGov tax forms for **Put-In-Bay Corporation Lodging Tax (District 25)** and **Put-In-Bay Township Lodging Tax (District 24)**.

Aside from the additional local taxes, all forms follow the same rules for penalties and interest:

- **Penalty:** 10% of the tax due for late payment.
- **Interest:** 2% per month on any unpaid tax.

Tax Filing Deadline

Lodging Tax Remittance forms are due on or before the **last day of the month following the reporting period**. For example:

- For **monthly filers**, the January reporting period is due **February 28**.
- For **quarterly filers, Q1 (January–March)** is due **April 30**.

If a due date falls on a weekend or holiday, the deadline moves to the **next business day**.

Exemptions

- **Exemption for Stays Exceeding 30 Days:** No tax shall be imposed on lodging for persons occupying a room or rooms for sleeping accommodations for thirty (30) or more consecutive days. A lodging establishment operator or transient guest may apply for a refund when a transient guest stays for more than 30 days. The County Auditor upon request will supply forms for said refund.
- **Constitutional Exemptions:** No tax shall be imposed upon rents not within the taxing power of the County under the Constitution or laws of Ohio or the United States.
- **Adjustments:** Overpayments from previous periods, any approved deductions, etc.

Zero Dollar Filing Requirement

Every operational business must submit a monthly tax filing through Localgov, even with no revenue to declare, as part of the required monthly reporting period obligations.

Support & Resources

- **Government Support:** To review Ottawa County's Code of Ordinances, click [here](#).
- **Localgov Support:** If you require technical support while filing on Localgov, please reach out to Localgov Customer Service at service@localgov.org or call (877) 842-3037.