

## **DAL Form #19521 - Admission Tax Reporting Form Instructions**

Period Ending - refers to the month and year relating to the information contained in the report.

Reported by – refers to the venue and or person(s) who are filing the report.

Column A - Enter the date that the admission(s) was sold.

\*Note this is not the date of the event, admission taxes are to be reported at the time of collection.

Column B - Enter the name of the event and or venue that the admission(s) was sold for.

Column C - Enter the date the event will be held.

Column D - Enter the type(s) of admission sold.

\*Example: general admission, reserve, etc. Each ticket price classification must be entered separately.

Column E - Enter total number of admissions sold.

Column F - Enter the price of each admission charged.

Column G - Multiply column F by column G, enter result.

Column H - Divide column G by 1.08, enter result.

Column I - Multiply column H by 8% (.08) enter result.

Total Columns G, H & I at bottom of form. The total of Column I is the amount of tax owed.

Sign and date the form.

All returns and payments must be RECEIVED no later than the thirtieth (30<sup>th</sup>) day of the month following the reporting period.

### **Mail completed, signed form and payment to:**

Cleveland City Hall  
Department of Finance  
Division of Assessments and Licenses  
601 Lakeside Ave E., Room 122  
Cleveland, OH 44114-1085

**If additional lines are needed you may make a copy of the form. If you need assistance in completing the form please call 216-664-2279, Mon – Fri, 8am – 5pm**

***Important*** – *If an outside party, ticketing vendor and or promoter controlled or handled any portion of ticket sales for your event and or venue you must complete DAL Form #19523 – Admission Tax Outside Vendor Contact Information Form. Be advised that per the Codified Ordinance §195.10 - Any such owner, lessee or custodian who leases or permits such premises to be used for any amusement, entertainment, exhibition, etc. by a person who is not the owner, shall be jointly and severally liable with the person conducting the amusement, entertainment, exhibition, etc. for collection and remittance of the admissions tax levied under Section 195.02 of this chapter.*