

## TAX NOTICE: CHANGE IN OCCUPANCY TAX RATE



COUNTY OF ALBANY, DEPARTMENT OF MANAGEMENT AND BUDGET  
DIVISION OF FINANCE, 112 STATE STREET, ROOM 800, ALBANY, NEW YORK 12207-2021  
(518) 447-7071 - FAX (518) 447-5516

October 15, 2009

HOTEL OWNER H00123  
ATTN: Finance Officer  
123 Main Street  
Anywhere, NY 12345-5678

Dear Hotel/Motel Owner,

State and Local laws have been enacted to increase Albany County's Occupancy Tax to 6% for qualifying room rentals. **The Occupancy Tax Rate in Albany County will be 6% effective on November 1, 2009.**

The Occupancy Tax Forms for the December filings are online at <http://www.albanycounty.com/finance/> or can be obtained by calling Ms. Susan Parker at 518-447-7071. Please report September and October receipts at the 3% rate and November 2009 receipts at the 6% rate.

Occupancy taxes for Albany County are due on the 20<sup>th</sup> of the month on a quarterly basis according to the attached schedule. Collection of occupancy taxes must be based on these periods only.

December 1-February 28	Due March 20
March 1-May 31	Due June 20
June 1-August 31	Due September 20
September 1-November 30	Due December 20

The new Occupancy Tax form noting the 6% rate should be used for all future reporting. Copies of the new form are on line at <http://www.albanycounty.com/finance/> or from the Division of Finance office in Room 800, 112 State Street.

Please note that each hotel/motel will be responsible for submitting the correct amount for any qualifying room rentals. Ms. Susan Parker can be reached at 447-7071 if any additional information is needed regarding those forms or 2009 filings.

Sincerely,

*Jeff Neal*

Jeff Neal, Deputy Commissioner  
Email: [jneal@albanycounty.com](mailto:jneal@albanycounty.com)

## TAX NOTICE: CHANGE IN OCCUPANCY TAX RATE