



**COUNTY OF ALBANY  
DIVISION OF FINANCE**

**O C C U P A N C Y T A X**

(Pursuant to Chapter 693 of the laws of 1980, Chapter 375 of the laws of 1985, and Chapter 531 of the laws of 2005 and Chapter 194 of 2006 of the State of New York and Local Law No. 3 for 1980, amended by Local Law No. 8 for 1981, Local Law No. 3 for 1986, and Local Law No. 3 for 2005, and Local Law 11 for 2006)

**I** \_\_\_\_\_  
Name of Hotel (place of business name)

\_\_\_\_\_  
Address (where hotel is located)  
\_\_\_\_\_, New York \_\_\_\_\_

H- \_\_\_\_\_  
Certificate of Authority Number  
(tax number issued by Albany County)

**II** PAYMENT SCHEDULE

- |  |  |
|--|--|
| QUARTERLY PAYMENT<br><input type="checkbox"/> December 1 – February 28, _____<br><input type="checkbox"/> March 1 – May 31, _____<br><input type="checkbox"/> June 1 – August 31, _____<br><input type="checkbox"/> September 1 – November 30, _____ | DUE NO LATER THAN:<br>March 20 <sup>th</sup><br>June 20 <sup>th</sup><br>September 20 <sup>th</sup><br>December 20 <sup>th</sup> |
|--|--|

**IF POSTMARKED AFTER  
DUE DATE, LATE CHARGES  
WILL BE ASSESSED**

**III** TYPE OF ESTABLISHMENT:  
\_\_\_ Motel \_\_\_ Hotel \_\_\_ Apartment Hotel \_\_\_ Lodging House \_\_\_ Other \_\_\_\_\_

BUSINESS ACTIVITY:  
Number of rooms \_\_\_\_\_ Date business started \_\_\_\_\_

IS THIS FINAL PAYMENT: \_\_\_ YES \_\_\_ NO (Final Only if Business CLOSED or SOLD)

Last business date \_\_\_\_\_

<b>IV</b>	<b>New York State Sales Tax paid for quarter</b>	\$ _____
	A. Gross Income from Occupancy of Rooms	\$ _____
	B. Taxable Room Rentals	\$ _____
	C. <b>3% Tax Due (3% of line B)</b>	\$ _____
	D. Less Refunds or other credits (list on reverse)	\$ _____
	E. Net Tax Due (make checks payable to: <b>Director of Finance, Albany County</b> )	\$ _____
	F. Average Occupancy (Actual % of guest rooms rented during reporting quarter)	_____ %
	G. Average daily rate (ADR) during reporting quarter	\$ _____

**Penalties and Interest.** Any person failing to file a return or to pay over any tax to the Director of Finance within the time required by this local law shall be subject to a penalty of five percent of the amount of tax due; plus interest at the rate of one percent of such tax for each month of delay excepting the first month after such return was required to be filed or such tax became due. Unpaid penalties and interest may be enforced in the same manner as the tax imposed by this local law.

**V** Taxpayer Certification:  
  
I hereby certify that this report, including any schedules is true and complete to the best of my knowledge.  
  
Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
SIGNATURE – AGENT/ OFFICER TITLE

This report must be completed and filed with your remittance in full for the total amount due to avoid penalty and interest charges. Submit to:

**DIVISION OF FINANCE, COUNTY OF ALBANY  
112 STATE STREET – SUITE 800  
ALBANY, NEW YORK 12207-2021**

