

**COUNTY OF MONROE - DEPARTMENT OF FINANCE
HOTEL TAX DIVISION**

39 West Main Street Room 402, Rochester, New York 14614 Telephone 753-1206

**CERTIFICATE OF REGISTRATION
and Application for Certificate of Authority to Collect Hotel Room Occupancy Tax**

ALL QUESTIONS MUST BE ANSWERED
PLEASE PRINT OR TYPE

NEW CERTIFICATE # H- (OFFICE USE ONLY)

1. **Business Name:**.....Phone.....
(Individual Trade Name or Corporate Name)

2. **Mailing Address:**
(Street) (City) (State) (Zip)

3. **Hotel/Motel Name:**.....

4. **Hotel/Motel Address:**.....
(Street) (City) (State) (Zip)

5. **List Below Name and Home Address of Individual, Partners or Principal Officers (If Corp.)**
NAME HOME ADDRESS TITLE SOCIAL SECURITY #

.....
.....
.....

6. **Type of Establishment (Check One)** Hotel Motel Other.....

7. **Type of Ownership (Check One)** Individual Partnership Corporation

8. **Date applicant begins (began) operating business in Monroe County**.....

9. **If acquired from former owner:**

Business name under which former owner operated.....

Former owner's Certificate Number H-.....
(Former owners Certificate of Authority must be returned to this office)

10. **How many places of business (or branches) does the applicant operate in Monroe County?** (List each Location and Certification Number on reverse side)

I hereby certify that the statements made herein have been examined by me and are, to the best of my knowledge and belief, true and complete.

Date Name

Title

(See reverse side)

REGISTRATION

The Legislature of the County of Monroe has provided by local law as follows:

Within three (3) days after commencement or opening of business, every hotel operator shall file with the Director of Finance a certificate of registration in a form prescribed by the Director. The Director shall promptly thereafter issue without charge to each hotel operator a certificate evidencing the authority of such operator to collect from the occupants and duplicates thereof for each additional place of business of such operator. Each certificate or duplicate shall state the place of business to which it is applicable.

PENALTIES

Any hotel operator willfully failing to file a registration certificate or surrender the certificate of authority as required or assigning or transferring such certificate of authority, shall be liable to the penalties provided by law.

TAX RETURNS

Upon acceptance of the applicant's Certificate of Registration and the issuance of the Certificate of Authority, this office will notify each hotel operator of the procedures necessary to file a tax return and remit payment to Monroe County on a quarterly basis.

SCHEDULE OF LOCATIONS

(Question #10 on front)

[illegible]