ERIE COUNTY COMPTROLLER'S OFFICE
HOTEL TAX DIVISION

Erie County Rath Building • 95 Franklin Street • Room 1100 • Buffalo, NY 14202 • (716)858-7277

CERTIFICATE OF REGISTRATION

and Application for Certificate of Authority to Collect Hotel Room Occupancy Tax

ALL QUESTIONS MUST BE ANSWERED

Federal Employer Identification No.

| | | |-| | | | | | |

PLEASE TYPE or PRINT

1) **Legal name of Business:** _____

2) **Doing Business As (DBA):** _____

3) **Mailing Address: Attention of:** _____
_____
_____

4) **Address of Establishment:** _____
_____

{Note: *If you have more than one place of business, list other locations on the reverse* side.}

Phone: _____ **Website:** _____

5) **Type of Establishment:**
☐ Hotel ☐ Motel ☐ Lodging House/ B&B ☐ Other:_____

6) **Type of Ownership:**
☐ Sole Proprietor ☐ Partnership ☐ Corporation

List of Names and home addresses of Owners, Partners, or Principal Corporate Officers:

Name	Home Address	Title

7) **Date owner commenced business with this establishment in Erie County:** ___/___/_____

8) **If acquired from a former owner, what had been the prior establishment's:**

Name: _____ **EIN:** _____

9) **Number of rooms available for rental:** _____

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.

Signature: _____ **Date:** _____
Name (Print): _____ **Cell:** _____

REGISTRATION

The Legislature of the County of Erie has provided by Local Law the following:

Every hotel operator shall file with the Comptroller's Office a registration certificate in a form prescribed by the Comptroller. The Comptroller's Office shall then promptly issue a Certificate evidencing the authority of such operator to collect the tax from the hotel's occupants; with duplicates of such Certificate 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/motel operator willfully failing to file a Certificate of Registration, or surrender the Certificate of Authority upon the cessation, sale, or transfer of the business, shall be liable for penalties as provided by the law.

LISTING OF ADDITIONAL LOCATIONS

(Continuation from Page 1)

DBA Name:	Address of Establishment:	Employer Identification No:
1_____	_____ _____	_____-_____
2_____	_____ _____	_____-_____
3_____	_____ _____	_____-_____
4_____	_____ _____	_____-_____