

**ERIE COUNTY COMPTROLLER'S OFFICE
HOTEL TAX UNIT**

Erie County Rath Building • 95 Franklin Street • Room 1100 • Buffalo, NY 14202 • (716)858-8400

CERTIFICATE OF REGISTRATION

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

ALL FIELDS MUST BE COMPLETED

Federal Employer Identification No.

PLEASE TYPE or PRINT

1) Legal Name of Business: _____

2) Doing Business As (DBA): _____

3) Address of Establishment: _____

4) Mailing Address: Attention of: _____

Phone: _____ Email Address: _____

5) Type of Establishment:

☐ Hotel ☐ Motel ☐ Short-term Rental ☐ Lodging House/ B&B ☐ Other: _____

6) Type of Ownership:

☐ Sole Proprietor ☐ Partnership ☐ Corporation

If ownership takes any form other than a sole proprietorship, a copy of the owner's partnership agreement, articles of incorporation, or articles of organization must be attached to this Certificate of Registration.

7) Authorized Agents:

(to speak and sign on behalf of company)

Name	Title	Email	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8) If business is a short-term rental, list all online hosting platforms used by business to arrange accommodations: _____

9) Date owner commenced business with this establishment in Erie County: ____/____/____

10) If acquired from a former owner, complete the following fields:

Previous Business Name: _____ **Former Owner's EIN:** _____

11) Number of rooms available for rent: _____

**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:** _____

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REGISTRATION

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

1. Every hospitality 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 hospitality's occupants. This form must be completed and submitted to the Erie County Office of the Comptroller prior to, or no more than ten days after the business has opened; or when the business is purchased from another operator without interruption of operations, no more than ten days after the sale transaction has closed and/or the deed has been recorded in the Erie County Clerk's Office.
2. All fields on this Certificate of Registration must be completed, and all required attachments must be sent to the Erie County Office of the Comptroller in order for a Certificate of Authority to be issued. Failure to appropriately complete all fields or remit all required attachments will result in a rejection of the Certificate of Registration.

Each certificate or duplicate shall state the place of business to which it is applicable.

PENALTIES

As provided by Local Law, any hospitality enterprise who fails to collect occupancy tax from a guest, fails to file or surrender a Certificate of Registration, upon the cessation, sale, or transfer of the business, or collects occupancy tax without a Certificate of Authority shall be liable for all penalties as provided by law, including but not limited to a fine not to exceed ten thousand dollars.