

ERIE COUNTY COMPTROLLER'S OFFICE

Erie County Occupancy Tax

Customer Portal Guide

How to register your short-term rental, file quarterly returns, and remit Occupancy Tax through the online portal.

About the Occupancy Tax Portal

All Short-Term Rentals within Erie County, NY are required to hold a valid Certificate of Authority and remit Occupancy Tax quarterly for nights the property is occupied by guests.

This online portal is your one-stop place to register your property, file your quarterly tax returns, and pay the tax you owe. You can manage one property or many — all from a single account.

What you can do in the portal

- Register and manage your short-term rental properties
- File quarterly tax returns (including \$0 returns for inactive quarters)
- Pay securely by ACH (e-check), credit card, or mail-in check
- Submit returns for previous months and catch up on filings

WHO USES THE PORTAL

Property Owners

Owners of one or more short-term rentals who file and pay taxes directly.

Property Managers

Companies and managers handling rentals on behalf of owners.

Co-hosts and Designees

Anyone designated to handle Occupancy Tax obligations on a property's behalf.

Key Terms to Know Before You Begin

These are terms you'll see throughout the portal. Knowing them up front will save you time when filing.

Filing Period

The reporting cycle. Erie County requires quarterly filings. You must file for every quarter — even if you had no bookings.

Gross Revenue

Total income received from the property for the filing period — including room rental.

Allowable Deductions

Specific amounts that may be subtracted from Gross Revenue before tax is calculated (e.g., 30 consecutive days stay and/or exempt government employees). Enter \$0 if none apply.

Zero-Dollar Filing

A required filing for any quarter with no bookings. You still must submit the form with \$0 in revenue to stay compliant and avoid penalties.

Property = Account

Inside the portal, each property is referred to as an 'Account.' When you 'Apply for New Account,' you are registering a new property.

Tax Summary

A downloadable report generated after each filing showing revenue, deductions, taxable receipts, tax due, and any penalties or interest. Keep it for your records.

What's in this Guide

1

Create Your Account & Register Your Property

Sign up, verify your email, register each rental property

2

File and Pay Your Occupancy Tax

quarterly filings, reporting revenue, payment options

3

Additional Payments & Past Filing Periods

Make catch-up payments for previous months

4

Payment Method Explained

ACH / credit card / mail-in check, with the confirmation code

5

Frequently Asked Questions

Common issues, fixes, and what to do if something goes wrong

6

Getting Help

Contact information for Erie County support

Create Your Account & Register Your Property

Set up your portal login and add each short-term rental you operate in Erie County.

Step 1: Visit the Portal & Create an Account

Go to the Erie County, NY Certificate of Authority and Tax Portal:

1

Open <https://portal.deckard.com/ny-erie-str-portal> in your browser.

2

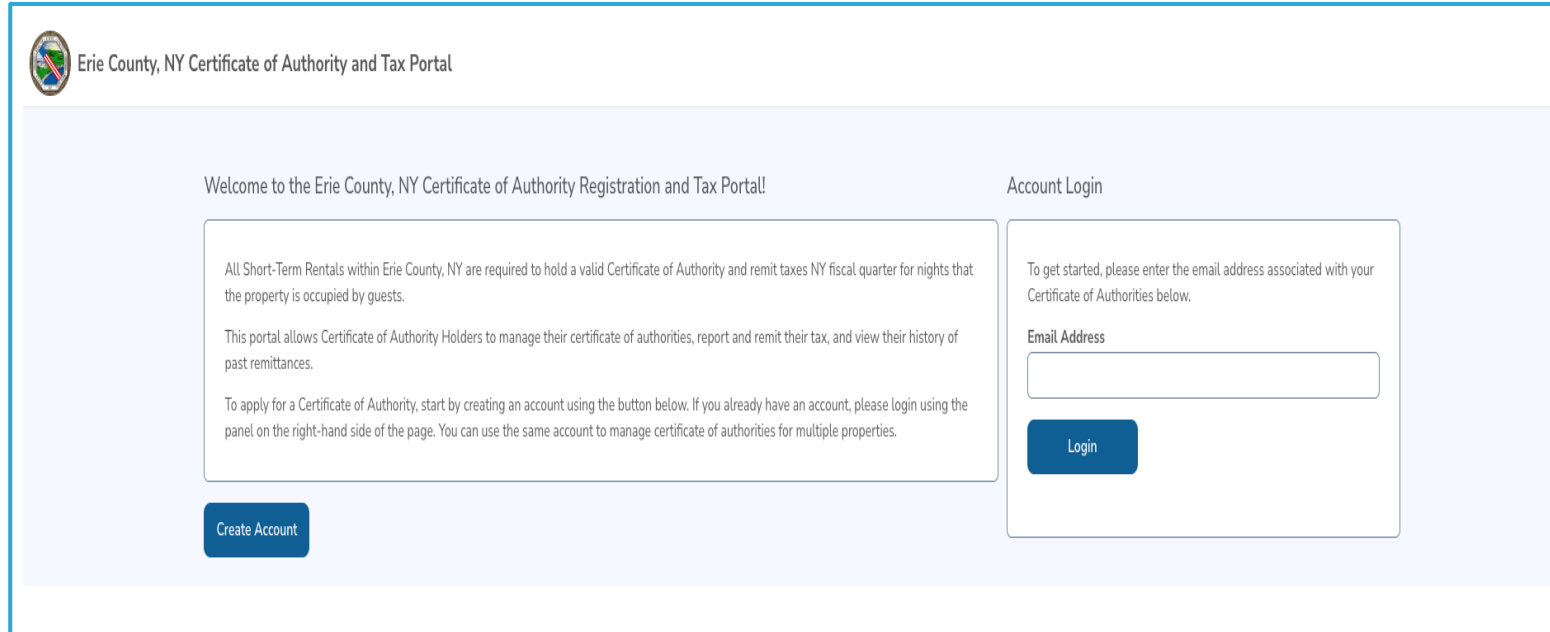
Click the "Create Account" button if this is your first time.

3

If you already have an account, use the "Login" panel on the right.

TIP

You can manage many properties from a single account — you don't need a new login for each property.

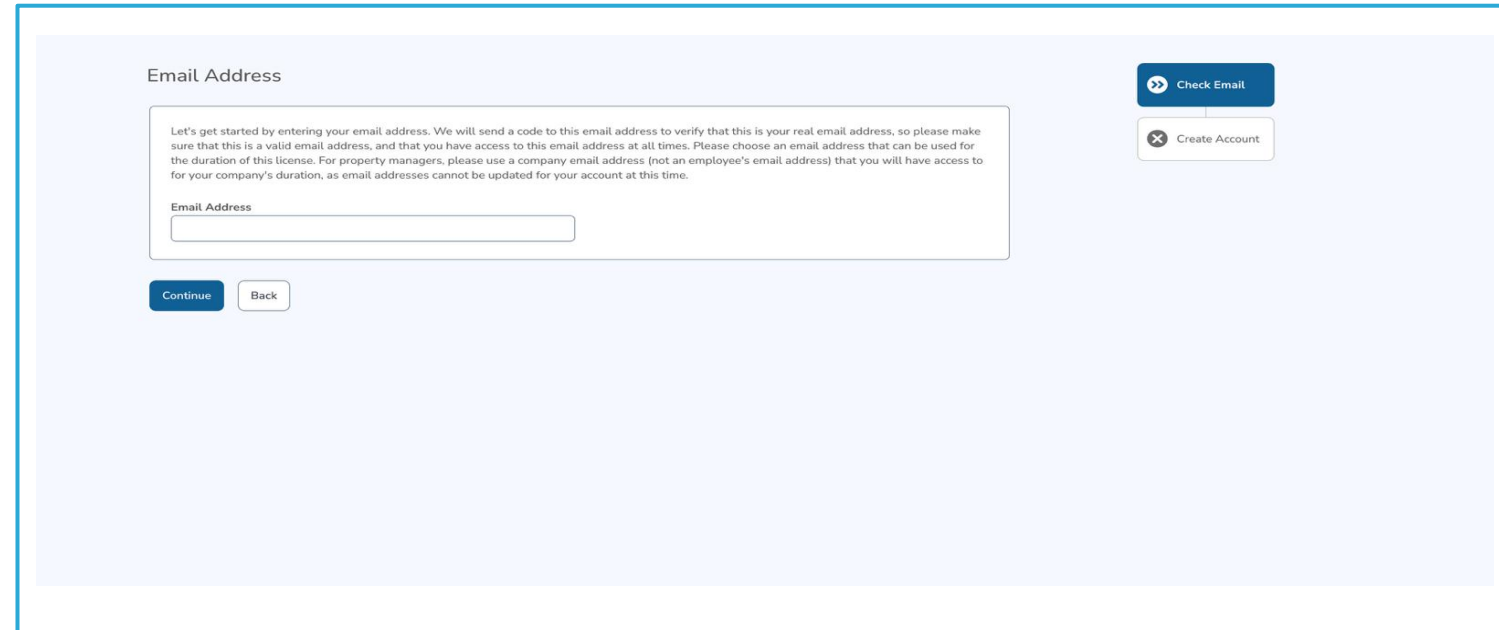


The screenshot shows the homepage of the Erie County, NY Certificate of Authority and Tax Portal. The header includes the Erie County seal and the title "Erie County, NY Certificate of Authority and Tax Portal". The main content area is divided into two sections. The left section, titled "Welcome to the Erie County, NY Certificate of Authority Registration and Tax Portal!", contains three paragraphs of text: "All Short-Term Rentals within Erie County, NY are required to hold a valid Certificate of Authority and remit taxes NY fiscal quarter for nights that the property is occupied by guests.", "This portal allows Certificate of Authority Holders to manage their certificate of authorities, report and remit their tax, and view their history of past remittances.", and "To apply for a Certificate of Authority, start by creating an account using the button below. If you already have an account, please login using the panel on the right-hand side of the page. You can use the same account to manage certificate of authorities for multiple properties." Below this text is a blue "Create Account" button. The right section, titled "Account Login", contains a text prompt: "To get started, please enter the email address associated with your Certificate of Authorities below." Below this is a text input field labeled "Email Address" and a blue "Login" button.

Step 2: Enter Your Email & Verify

Your email address is your login identifier. A verification code is sent each time you sign in.

- 1 Enter your email address and click "Continue."
- 2 Check your email for a 5–7 digit verification code (allow a moment for delivery).
- 3 Copy & paste — or type — the code into the Verification field, then click "Submit."



The screenshot shows a web form titled "Email Address". Inside the form, there is a text box for entering the email address. Above the text box, a message states: "Let's get started by entering your email address. We will send a code to this email address to verify that this is your real email address, so please make sure that this is a valid email address, and that you have access to this email address at all times. Please choose an email address that can be used for the duration of this license. For property managers, please use a company email address (not an employee's email address) that you will have access to for your company's duration, as email addresses cannot be updated for your account at this time." Below the text box are two buttons: "Continue" and "Back". To the right of the form, there are two buttons: "Check Email" and "Create Account".

NOTE

If you don't see the email, check your spam/junk folder before clicking "Resend Code."

Step 3: Enter the 5–7 Digit Verification Code

1

Open the verification email from the portal.

2

Type or paste the 5–7 digit code into the Verification field.

3

Click "Submit" to complete login.

IMPORTANT

Wait a moment for the code to arrive before clicking "Resend Code" — multiple resends can sometimes invalidate earlier codes.

Verification

We have sent a verification code to the email provided. Please enter the code below. Make sure to check your spam folder.

Example:

ABC123

[Resend code](#)



Step 4: Accept the Terms of Service

- 1 After verification, the Terms of Service / Privacy Policy will appear.
- 2 Read the Terms of Service.
- 3 Check the box to agree.
- 4 Click "OK" to proceed.

Terms of Service and Privacy Policy

To use this Portal, you need to agree to the Terms of Service and Privacy Policy. Please click on the links below to read them to read the Terms of Service and Privacy Policy documents.

 [Terms of Service](#)

 [Privacy Policy](#)

 ☐ I agree to the Terms of Service and Privacy Policy

[OK](#)

Step 5: Your Dashboard

Once logged in, you'll see this dashboard. From here you'll register your properties and pay your tax.

1

Click "Apply for New Account" to begin registering a property.

The screenshot displays a user dashboard with a light blue background. It is divided into two main sections. The left section, titled 'Actions Required', contains a large white box with the text 'No outstanding actions.' centered inside. The right section, titled 'Active Certificate of Authorities' and 'Certificates (0)', contains a white box with the text 'You don't have any Active Certificate of Authorities.' centered inside. At the bottom of this right section is a button labeled 'Apply for new Certificate'.

TIP

Inside the portal, "Account = Property." Each property you operate is a separate Account, all under your single login.

Step 6: Read the Requirements

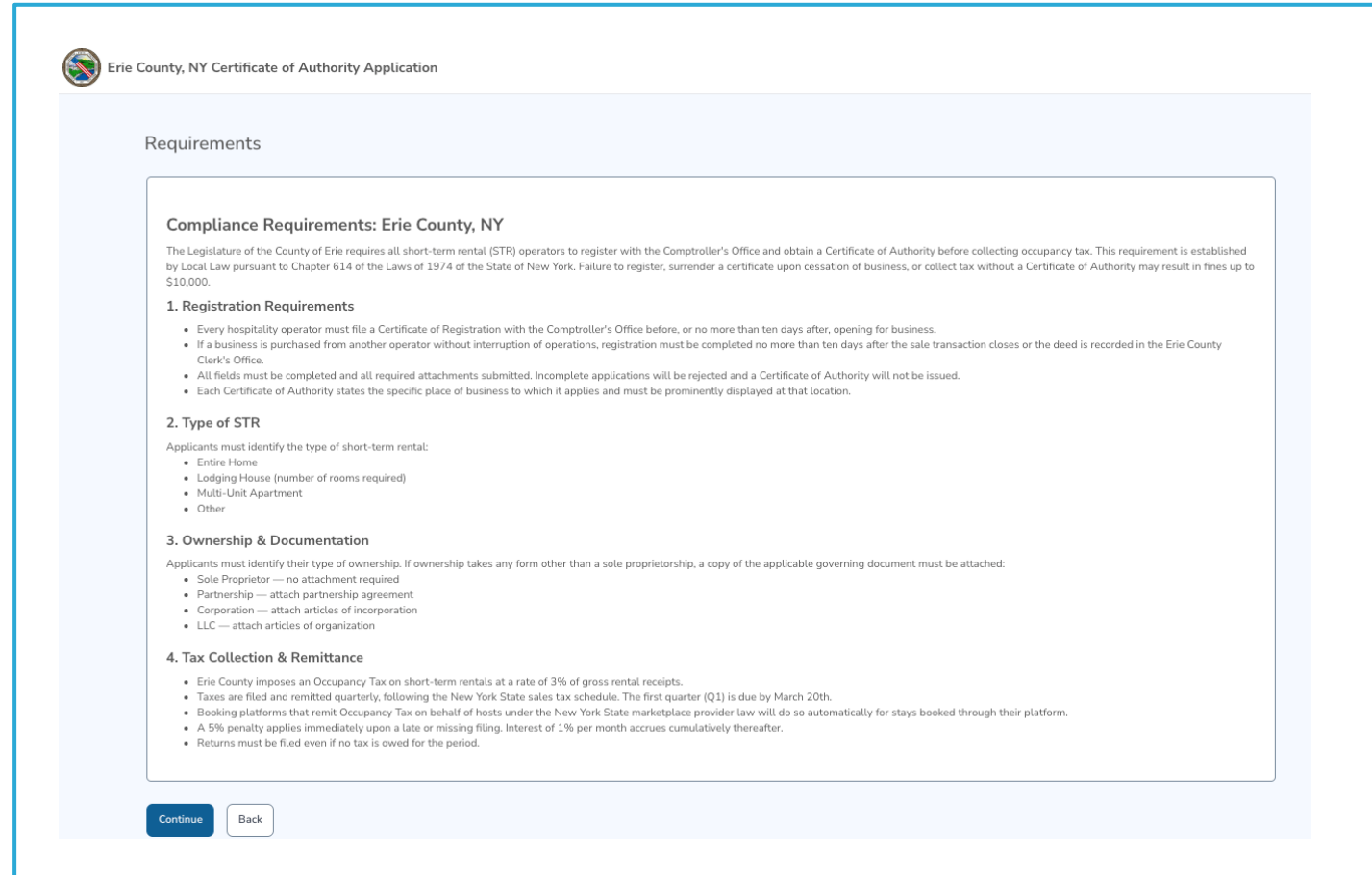
Before you begin entering property details, the system displays the registration requirements.

1

Read through the Requirements page carefully.

2

When you're ready, click "Continue."



The screenshot shows the 'Requirements' page for the Erie County, NY Certificate of Authority Application. The page is titled 'Requirements' and contains a section for 'Compliance Requirements: Erie County, NY'. This section includes a paragraph explaining the requirement to register with the Comptroller's Office and obtain a Certificate of Authority before collecting occupancy tax. Below this, there are four numbered sections: 1. Registration Requirements, 2. Type of STR, 3. Ownership & Documentation, and 4. Tax Collection & Remittance. Each section contains a list of requirements. At the bottom of the page, there are two buttons: 'Continue' and 'Back'.

Erie County, NY Certificate of Authority Application

Requirements

Compliance Requirements: Erie County, NY

The Legislature of the County of Erie requires all short-term rental (STR) operators to register with the Comptroller's Office and obtain a Certificate of Authority before collecting occupancy tax. This requirement is established by Local Law pursuant to Chapter 614 of the Laws of 1974 of the State of New York. Failure to register, surrender a certificate upon cessation of business, or collect tax without a Certificate of Authority may result in fines up to \$10,000.

1. Registration Requirements

- Every hospitality operator must file a Certificate of Registration with the Comptroller's Office before, or no more than ten days after, opening for business.
- If a business is purchased from another operator without interruption of operations, registration must be completed no more than ten days after the sale transaction closes or the deed is recorded in the Erie County Clerk's Office.
- All fields must be completed and all required attachments submitted. Incomplete applications will be rejected and a Certificate of Authority will not be issued.
- Each Certificate of Authority states the specific place of business to which it applies and must be prominently displayed at that location.

2. Type of STR

Applicants must identify the type of short-term rental:

- Entire Home
- Lodging House (number of rooms required)
- Multi-Unit Apartment
- Other

3. Ownership & Documentation

Applicants must identify their type of ownership. If ownership takes any form other than a sole proprietorship, a copy of the applicable governing document must be attached:

- Sole Proprietor — no attachment required
- Partnership — attach partnership agreement
- Corporation — attach articles of incorporation
- LLC — attach articles of organization

4. Tax Collection & Remittance

- Erie County imposes an Occupancy Tax on short-term rentals at a rate of 3% of gross rental receipts.
- Taxes are filed and remitted quarterly, following the New York State sales tax schedule. The first quarter (Q1) is due by March 20th.
- Booking platforms that remit Occupancy Tax on behalf of hosts under the New York State marketplace provider law will do so automatically for stays booked through their platform.
- A 5% penalty applies immediately upon a late or missing filing. Interest of 1% per month accrues cumulatively thereafter.
- Returns must be filed even if no tax is owed for the period.

[Continue](#) [Back](#)

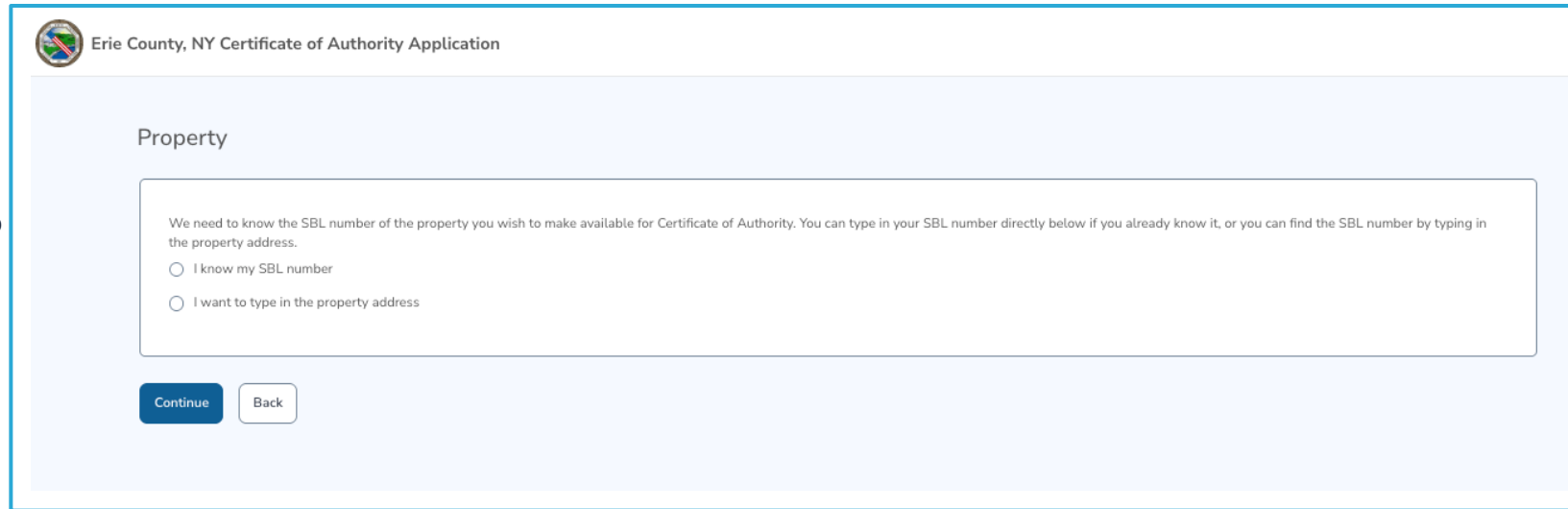
Step 7: Identify Your Property

You can identify your property in two ways:

- 1 Choose "I know my Parcel ID" if you have it ready.
- 2 Choose "I want to type in the Property Address" to search by address.
- 3 Click "Continue" once you've made your selection.

TIP

Don't have your Parcel ID? Look it up at [Erie County tax map lookup tool — URL to be confirmed] or simply follow the link below Parcel ID section.



The screenshot shows the 'Erie County, NY Certificate of Authority Application' form. The 'Property' section contains a text box with instructions: 'We need to know the SBL number of the property you wish to make available for Certificate of Authority. You can type in your SBL number directly below if you already know it, or you can find the SBL number by typing in the property address.' Below this text are two radio button options: 'I know my SBL number' and 'I want to type in the property address'. At the bottom of the form are two buttons: 'Continue' and 'Back'.

Erie County Tax Map ID Format

1

If you do not know your SWIS code and SBL number, use the County Map to search for your property. Combine your 6-digit SWIS code and SBL number with no spaces or punctuation — e.g., SWIS 123456 + SBL 123.-4-56.7 becomes 1234561234567.

2

If the system doesn't accept it, try searching your address instead.

The screenshot shows the 'Erie County, NY Certificate of Authority Application' form. The 'Property' section contains instructions: 'We need to know the SBL number of the property you wish to make available for Certificate of Authority. You can type in your SBL number directly below if you already know it, or you can find the SBL number by typing in the property address.' There are two radio buttons: 'I know my SBL number' (selected) and 'I want to type in the property address'. Below the radio buttons is a section for 'SBL number' with a link 'Lookup SBL Number on Erie County Website'. It provides instructions: 'To search for a property, use the SWIS code + SBL number. Example: SWIS 123456 and SBL number 123.-4-56.7 should be entered as 1234561234567'. A text input field is provided for the SBL number. At the bottom are 'Continue' and 'Back' buttons.

Or Search by Property Address

If you chose "I want to type in the Property Address":

1

Type the address — make sure the matched address in the gray box is correct.

2

Under "Unit Number," enter the unit number — **especially important if multiple units share the same Parcel ID.**

3

When everything is correct, click "Continue."

The screenshot shows the 'Property' section of the 'Erie County, NY Certificate of Authority Application' form. It includes a header with the Erie County logo and title. The 'Property' section contains a text box for the address, a 'Selected property' box showing a match for '12 Main St Depew NY 14043' with SBL number '1452011045513', and an optional 'Unit Number' field. Radio buttons allow the user to choose between knowing the SBL number or typing the address. 'Continue' and 'Back' buttons are at the bottom.

Erie County, NY Certificate of Authority Application

Property

We need to know the SBL number of the property you wish to make available for Certificate of Authority. You can type in your SBL number directly below if you already know it, or you can find the SBL number by typing in the property address.

☐ I know my SBL number

☒ I want to type in the property address

Address of the rental property

12 Main St Depew NY 14043

Selected property

12 Main St Depew NY 14043
SBL number: 1452011045513

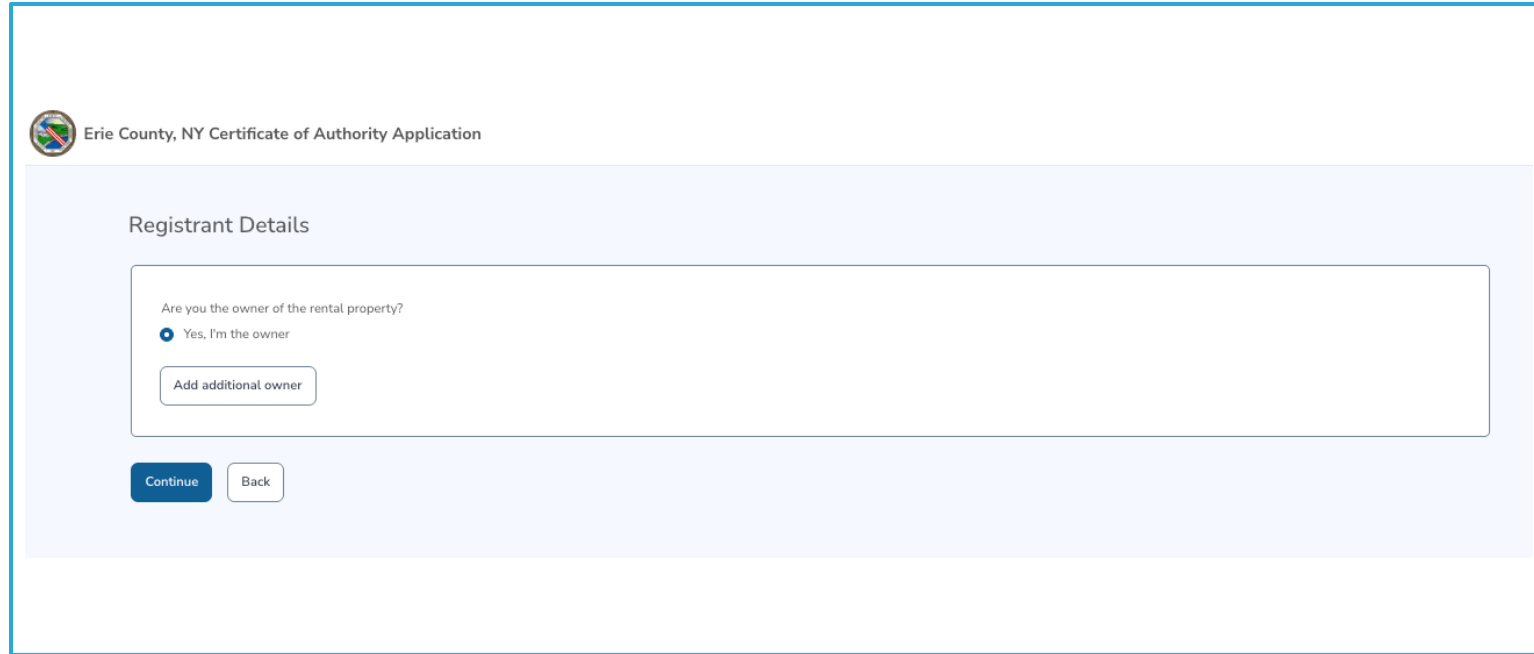
Unit Number (optional)
Required if you are registering a multi unit building

Continue Back

Step 8: Registrant Information

Tell us who you are in relation to the property.

- 1 Confirm that you are the Property Owner.
- 2 If there are **multiple owners**, click "**Add Additional Owner**" to include their information.
- 3 Click "**Continue**" to proceed.



The screenshot shows the 'Registrant Details' section of the 'Erie County, NY Certificate of Authority Application' form. It includes a question 'Are you the owner of the rental property?' with a radio button selected for 'Yes, I'm the owner'. Below this is a button labeled 'Add additional owner'. At the bottom of the form are two buttons: 'Continue' and 'Back'.

Erie County, NY Certificate of Authority Application

Registrant Details

Are you the owner of the rental property?

☒ Yes, I'm the owner

[Add additional owner](#)

[Continue](#) [Back](#)

Step 9: Property Contacts

Answer the management and emergency contact questions.

1

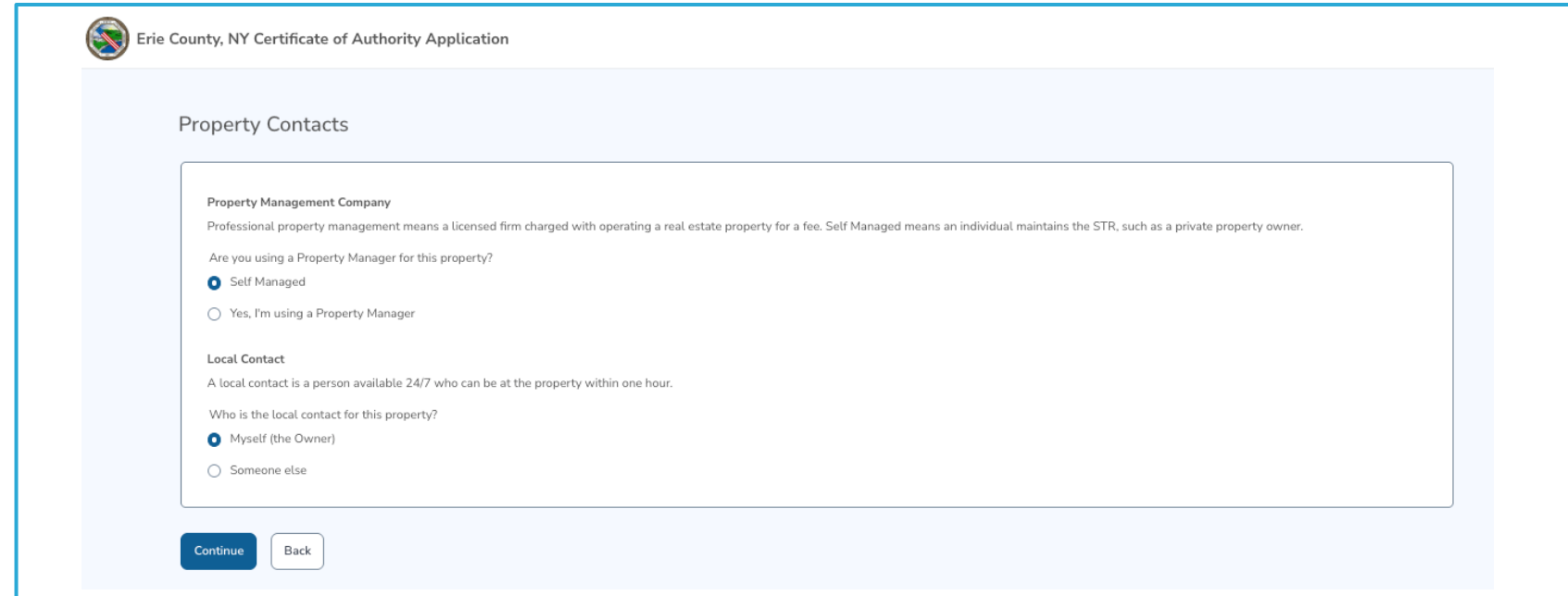
Is the property self-managed or managed by a property manager? Select the right option.

2

Is there a 24-hour contact available? Indicate "myself" or "someone else."

3

Click "Continue" to proceed.



The screenshot shows the 'Property Contacts' section of the 'Erie County, NY Certificate of Authority Application' form. The form is titled 'Property Contacts' and contains two main sections: 'Property Management Company' and 'Local Contact'. The 'Property Management Company' section includes a definition of professional property management and a question 'Are you using a Property Manager for this property?' with two radio button options: 'Self Managed' (selected) and 'Yes, I'm using a Property Manager'. The 'Local Contact' section includes a definition of a local contact and a question 'Who is the local contact for this property?' with two radio button options: 'Myself (the Owner)' (selected) and 'Someone else'. At the bottom of the form, there are two buttons: 'Continue' and 'Back'.

If Managed by a Property Manager

Selecting "Property Manager" reveals additional fields you'll need to complete.

1

Enter the Property Manager's first and last name.

2

Enter the Company name (if applicable).

3

Enter the Email and Phone Number for the Property Manager.

4

Enter the Property Manager's mailing address.

NOTE

These fields only appear if you selected Property Manager in the previous step.

Property Contacts

Property Management Company
Professional property management means a licensed firm charged with operating a real estate property for a fee. Self Managed means an individual maintains the STR, such as a private property owner.

Are you using a Property Manager for this property?

☐ Self Managed

☒ Yes, I'm using a Property Manager

Property Manager Information

* Required

First Name *

Last Name *

Company Name

Email Address *

Phone Number *

Mailing Address *

☐ Same as property address

Application Requirements

Property

Registrant

Property Contacts

Property Details

Listings

Documents

Confirm and Sign

Step 10: Property Details

Enter the required state and unit information for your rental.

- 1 Enter the Legal Name of Business (or your own name if you have no business/DBA name).
- 2 Enter your Doing Business As (DBA) name (or your own name if none).
- 3 Select the Type of STR (Entire Home, Lodging House, Multi-Unit Apartment, or Other).
- 4 Indicate whether the property is a hotel — if yes, contact the Comptroller's Office directly rather than continuing online.
- 5 Select the Type of Ownership (Sole Proprietor, Partnership, Corporation, or LLC).
- 6 List all platforms used to advertise the property (Airbnb, VRBO, private bookings, etc.).
- 7 Enter the date you commenced business as an STR in Erie County.

All fields must be completed before proceeding.

Legal Name of Business *
You must enter the owner name if you do not have a business name or DBA name

Doing Business As (DBA) *
You must enter the owner name if you do not have a business name or DBA name

Type of STR *

☐ Entire Home

☐ Lodging House — Number of Rooms

☐ Multi-Unit Apartment

☐ Other

Is this property a hotel? *
If yes: contact Erie Co. Comptroller Office; do not proceed with online application.

☐ Yes

☐ No

Type of Ownership *

☐ Sole Proprietor

☐ Partnership

☐ Corporation

☐ LLC

Platforms used to arrange accommodations i.e., Airbnb, VRBO, Private Bookings, etc. List all sources *

Date owner commenced business as an STR in Erie County *

Step 11: Add Listings (Optional)

Listings are where your property is advertised — Airbnb, VRBO, etc. This step is optional.

1

If you don't want to add listings, just click "Continue" to move forward.

2

If you do want to report listings, click "Add Listing" and enter the listing details.

3

Repeat for each additional listing, then click "Continue."

The screenshot shows a web interface for the 'Listings' step. The title 'Listings' is at the top left. Below it is a text box with the instruction: 'Please include links to where your short-term rental is advertised online. This is optional.' Below the text box is a single-line input field with a close button (X) on the right. Under the input field is a button with a plus sign and the text 'Add listing'. At the bottom left are two buttons: 'Continue' (dark blue) and 'Back' (light blue). On the right side, there is a vertical navigation menu with several items: 'Application Requirements' (checked), 'Property' (checked), 'Registrant' (checked), 'Property Contacts' (checked), 'Property Details' (checked), 'Listings' (active, indicated by a double arrow), 'Documents' (unchecked, indicated by an X), and 'Confirm and Sign' (unchecked, indicated by an X).

Step 12: Upload documents for verification

Your application requires the below documents to be uploaded.

1

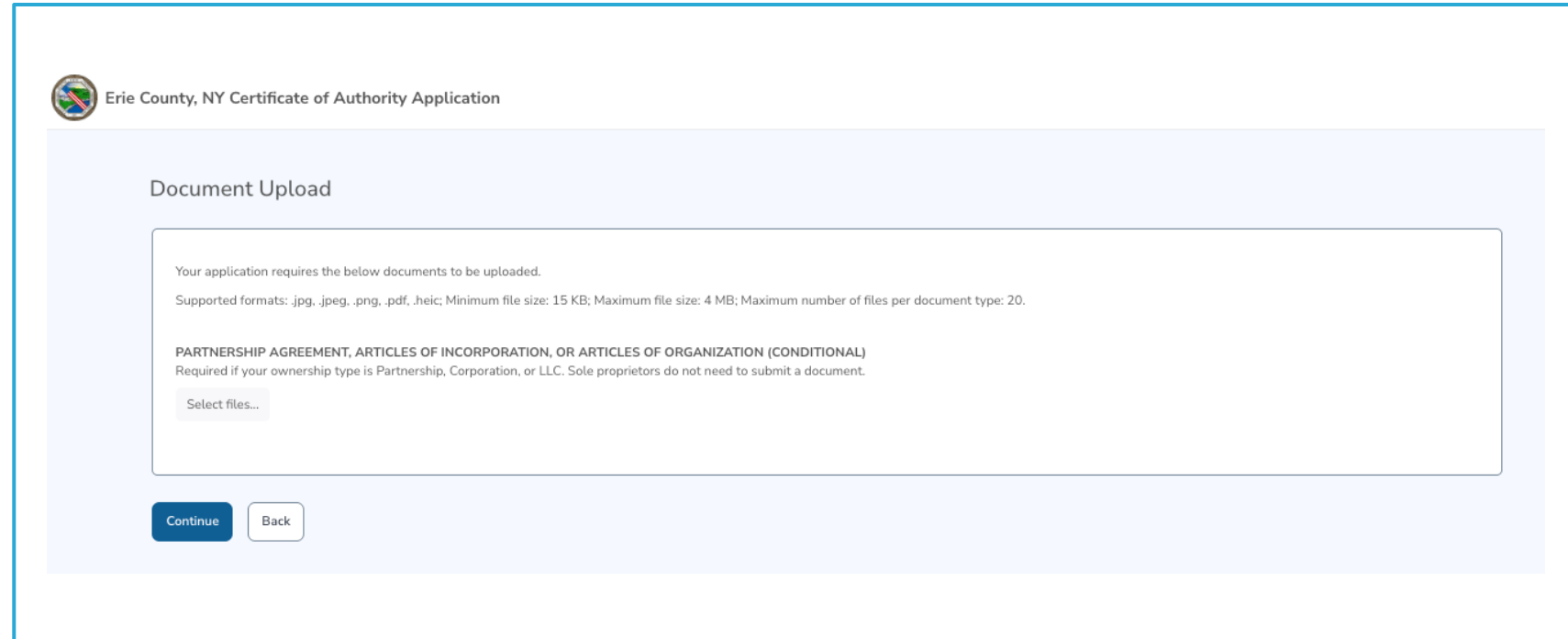
Partnership/Corporation/LLC Documents (Conditional)

Required only if your ownership type is Partnership, Corporation, or LLC — sole proprietors can skip this.

2

Miscellaneous

IF the County has requested additional documentation, please upload it here.



The screenshot shows a web application interface for the "Erie County, NY Certificate of Authority Application". The main heading is "Document Upload". Below this, a text box contains the following information:

Your application requires the below documents to be uploaded.
Supported formats: .jpg, .jpeg, .png, .pdf, .heic; Minimum file size: 15 KB; Maximum file size: 4 MB; Maximum number of files per document type: 20.

PARTNERSHIP AGREEMENT, ARTICLES OF INCORPORATION, OR ARTICLES OF ORGANIZATION (CONDITIONAL)
Required if your ownership type is Partnership, Corporation, or LLC. Sole proprietors do not need to submit a document.

Below the text box is a "Select files..." button. At the bottom of the form area are two buttons: "Continue" (in blue) and "Back" (in white with a blue border).

Step 12: Confirm & Sign

Final review before submitting your property registration.

1

Verify all information on the Confirmation tab is correct.

2

Check each certification box (see next slide).

3

Sign by typing your name in the signature field.

4

Click "Continue" to submit.

Confirm and Sign

Please confirm the following information and sign below.

Property Address

SBL number

Certificate of Authority Holder

Same as property manager.

Owners

Owner #1

First Name

.....

Last Name

.....

Company Name

Phone Number

Email

.....

Mailing Address

No documents uploaded

Supplemental Questions

Certifications

☐

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.

Electronic Signature

Legal Name of Authorized Signatory

Date

07/30/2026

Property Manager

Same as owner #1.

Local Contact

Same as property manager.

Step 12a: Confirm & Sign

Final review before submitting your property registration.

1

Verify all information on the Confirmation tab is correct.

2

Check each certification box.

3

Sign by typing your name in the signature field.

4

Click "Continue" to submit.

Supplemental Questions

Certifications

☐ I certify under penalty of perjury that this information is accurate and I am an authorized representative or owner of this business. I acknowledge that my signature is legally binding.

Electronic Signature

Legal Name of Authorized Signatory

Date

[Continue](#) [Back](#)

Step 13: Property Confirmation

You'll see a submission page with your property's confirmation number.

1

Note your property confirmation number — this confirms your registration was received.

2

Review the details on screen.

3

Click "Return to Dashboard" when ready.

IMPORTANT

This is your registration confirmation. Your application will be reviewed and approved by the County.

You will receive a confirmation email in your inbox.

Thank you! Your Certificate of Authority Application has been submitted successfully! Your application will be reviewed and processed by Erie County, NY STR. We will contact you via email on the status of your application.

Return to Dashboard

Have More Properties? Register Each One

Before paying tax, register every property you operate.

1

From the dashboard, click "Apply for New Account" again to register the next property.

2

Repeat the registration process for each unique property.

NOTE

If **multiple units share a Parcel ID**, they're handled with **Unit Numbers under one parcel** — see Step 8 in this section.

Erie County, NY Certificate of Authority and Tax Portal

Kandi Marler

Actions Required

Active Certificate of Authorities
Certificate of Authorities (4)

12 Main St Depew Ny 14043 EC-00008	Expiration: 2028-07-30	View
32 Shepard Ave Akron Ny 14001 EC-00005	Expiration: 2028-07-09	View
324 Enez Dr Depew Ny 14043 (Unit Lower) EC-00002	Expiration: 2028-07-01	View
12 Main St Depew Ny 14043 A-00009	Submitted	View

[See All](#)

[Pay Tax](#)

[Apply for new Certificate of Authority](#) [See all Certificate of Authorities](#)

File and Pay Your Occupancy Tax

Report your quarterly revenue and remit the tax due.

Step 1: Start a Tax Filing

All your registered properties are now visible on the dashboard.

1

From the dashboard, click the "Pay Tax" button (located in the middle and right side of the screen).

NOTE

Erie County only accepts quarterly filings. You must file every quarter, even if there were no bookings (a \$0 filing).

This includes if AirBnb, VRBO or any other platform is collecting occupancy tax on your behalf, each quarter return must be completed.

The screenshot shows the dashboard of the Erie County, NY Certificate of Authority and Tax Portal. The header includes the Erie County logo and the text "Erie County, NY Certificate of Authority and Tax Portal" on the left, and the user name "Kandi Marler" on the right. The main content area is divided into two columns. The left column, titled "Actions Required", contains a large empty box with a loading spinner in the center. The right column, titled "Active Certificate of Authorities" and "Certificate of Authorities (4)", displays a table of active certificates. Each row shows the property address, the certificate ID, the expiration date, and a "View" button. Below the table is a "Pay Tax" button, and at the bottom are two buttons: "Apply for new Certificate of Authority" and "See all Certificate of Authorities".

Property Address	Certificate ID	Expiration Date	Action
12 Main St Depew Ny 14043	EC-00008	Expiration: 2028-07-30	View
32 Shepard Ave Akron Ny 14001	EC-00005	Expiration: 2028-07-09	View
324 Enez Dr Depew Ny 14043 (Unit Lower)	EC-00002	Expiration: 2028-07-01	View
12 Main St Depew Ny 14043	A-00009	Submitted	View

Step 2: Select Properties for Tax Reporting

Choose every property you need to file for in this filing period.

1

Check the box next to each property you're filing for.

2

The page shows the current quarter being filed.

3

Need to file for a previous quarter? Click "Additional Periods" — see Section 3.

4

When ready, click "Continue."

IMPORTANT

Late payments for previous months will incur a Penalty Fee. File as soon as possible.

Erie County, NY Pay Tax

Select Properties for Tax Reporting

Your properties that are registered for tax reporting and remittance in the selected period are listed below. Please select the properties for which you wish to report at this time.

Mar-May 2026

☐	Address	Certificate of Authority Number	Tax Reporting This Period	Owner's Name
☐	324 Enez Dr Depew Ny 14043 (Unit Lower)	EC-00002	Complete	Kandi Marler
☐	32 Shepard Ave Akron Ny 14001	EC-00005	Incomplete	Kandi Marler
☐	12 Main St Depew Ny 14043	EC-00008	Incomplete	Kandi Marler

☒ Hide Inactive Certificate of Authorities

Step 4: Report Your Revenue

All fields with arrows must be completed for each property.

1

Property Occupancy: number of days listed/advertised AND days actually rented this quarter.

2

All Platforms: Gross Revenue collected by those platforms and/or off platform bookings (direct payment from renter to owner) (\$0 if none).

3

Allowable Deductions for platform revenue (\$0 if none).

This includes 30 consecutive night stay or an exempt organization. Please refer to the Erie County Local Law for the definitions.

TIP

Gross Revenue includes room rental.

Mar-May 2026

324 ENEZ DR DEPEW NY 14043 Reporting Incomplete ^

Property Occupancy No. Days Available No. Days Occupied

Airbnb

Gross Revenue \$

Allowable Deductions ⓘ \$

Taxable Receipts \$ 0

VRBO

Gross Revenue \$

Allowable Deductions ⓘ \$

Taxable Receipts \$ 0

All other platforms collecting and remitting on my behalf

Gross Revenue \$

Allowable Deductions ⓘ \$

Taxable Receipts \$ 0

Direct/Private Bookings

Gross Revenue \$

Allowable Deductions ⓘ \$

Taxable Receipts \$ 0

[Continue](#) [Back](#)

Example: A Completed Revenue Report

This is what a fully completed Revenue Report should look like before you continue. Every field has data, no field is blank.

- 1 Confirm Property Occupancy days are filled in.
- 2 Confirm Gross Revenue is entered for all Platforms AND All Other sources.
- 3 Confirm Allowable Deductions are entered (\$0 if none).

NOTE

Revenue reported for Airbnb and VRBO does not calculate any taxes due. This is only for revenue reporting only.

All other platforms collecting and remitting on behalf also does not calculate any taxes due. This is only for revenue reporting only.

Mar-May 2026

324 ENEZ DR DEPEW NY 14043

Reporting Complete

Property Occupancy

No. Days Available

60

No. Days Occupied

40

Airbnb

Gross Revenue

\$

5000

Allowable Deductions ⓘ

\$

0

Taxable Receipts

\$

5000

VRBO

Gross Revenue

\$

2000

Allowable Deductions ⓘ

\$

0

Taxable Receipts

\$

2000

All other platforms collecting and remitting on my behalf

Gross Revenue

\$

2000

Allowable Deductions ⓘ

\$

0

Taxable Receipts

\$

2000

Direct/Private Bookings

Gross Revenue

\$

5000

Allowable Deductions ⓘ

\$

0

Taxable Receipts

\$

5000

Continue

Back

Step 5: Confirm Payment Amount & Sign

The system calculates your tax due automatically — review carefully.

1

Double-check your payment amount under "Tax Summary."

2

Use the drop-down to verify selected tax periods and properties.

3

Review and confirm all certifications.

4

Sign by typing your name, then click "Continue."

NOTE

If your filing results in \$0 owed (e.g., zero-revenue quarter), the system will return you to the dashboard — no payment screen appears.

Confirm and Sign

Please confirm the following information and sign below

Tax Summary

All Periods
All Licenses

March 2026 - May 2026

324 Enez Dr Depew Ny 14043 (Unit Lower)

\$159.08

Summary

Tax Due for Airbnb	\$0.00
Tax Due for VRBO	\$0.00
Tax Due for All other platforms collecting and remitting on my behalf	\$0.00
Tax Due for Direct/Private Bookings	\$159.08
Total Due for March 2026 - May 2026	\$159.08

Airbnb

Total Revenue including all fees	\$5,000.00
Allowable Deductions	\$0.00
Taxable Receipts	\$5,000.00
Airbnb	\$0.00
Tax Due	\$0.00
Penalties	\$0.00
Interest	\$0.00
Total for Airbnb	\$0.00

VRBO

Total Revenue including all fees	\$2,000.00
Allowable Deductions	\$0.00
Taxable Receipts	\$2,000.00
VRBO	\$0.00
Tax Due	\$0.00
Penalties	\$0.00
Interest	\$0.00
Total for VRBO	\$0.00

All other platforms collecting and remitting on my behalf

Total Revenue including all fees	\$0.00
----------------------------------	--------

Step 6: Choose Your Payment Method

Only one payment option is available:

1

Credit Card / ACH (Electronic Check)

2

Check — **paper check sent through the mail.**

The screenshot displays the 'Erie County, NY Pay Tax' portal. The main heading is 'Pay Tax'. Below this, the 'Total Amount Due' is listed as '\$159.08'. A breakdown of the amount is provided: 'Direct/private Bookings' for \$150.00, 'All other platforms collecting and remitting on my behalf' for \$0.00, 'Airbnb' for \$0.00, 'VRBO' for \$0.00, 'Penalties' for \$7.50, and 'Interest' for \$1.58. To the right, under 'Payment Method', there are two options: 'Credit Card / ACH' (selected) and 'Paper Check'. Below these options, a message states: 'The button below will take you to our third-party payment system to make your payment.' A large blue button labeled 'Pay \$159.08' is positioned below the message. A 'Back' button is located at the bottom left of the form.

Payment Method
☒ Credit Card / ACH
☐ Paper Check

[Pay \\$159.08](#)

[Back](#)

If Paying by Mail-In Check

When you choose Mail-In Check, a confirmation pop-up gives you everything you need.

1

Note your Confirmation Code — you MUST write this on the memo line of your check.

2

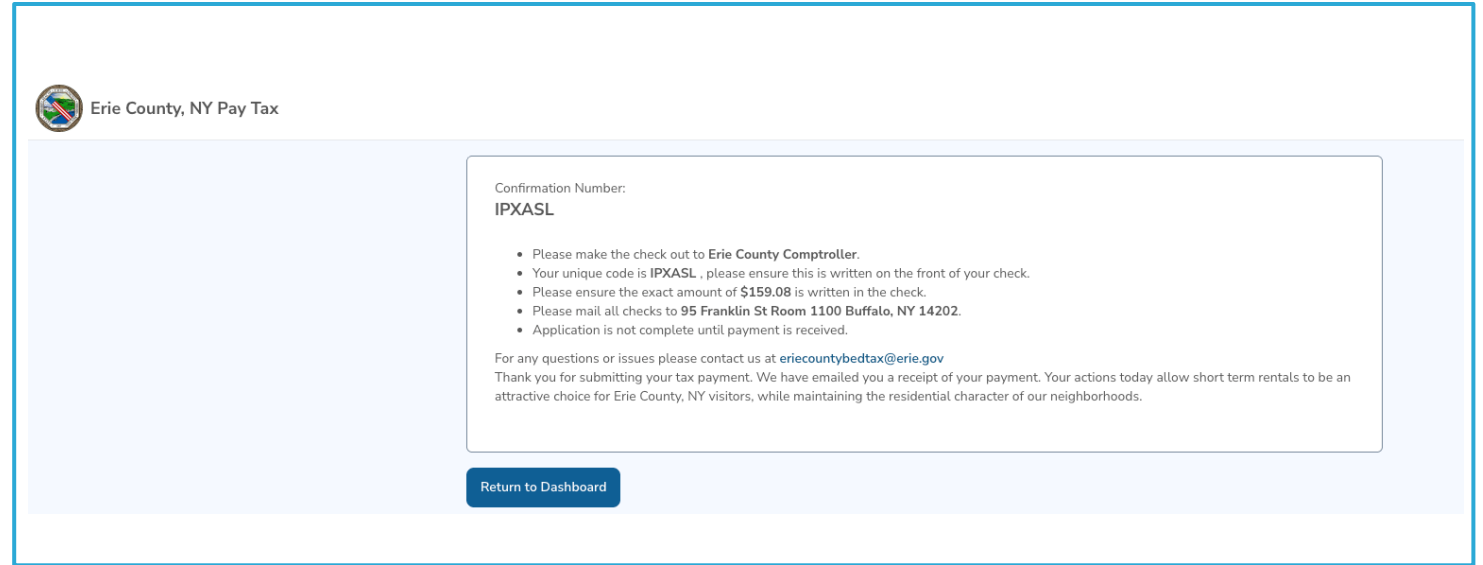
Follow the on-screen instructions for preparing and mailing the check.

3

Click "Return to Dashboard" when finished.

IMPORTANT

Without the Confirmation Code on the memo line, your check cannot be matched to your account. Always write it on the memo line.

A screenshot of a web interface for Erie County, NY Pay Tax. At the top left is the Erie County logo and the text "Erie County, NY Pay Tax". The main content area is light blue. On the right, there is a white box containing the following text: "Confirmation Number: IPXASL". Below this is a bulleted list of instructions: "Please make the check out to Erie County Comptroller.", "Your unique code is IPXASL, please ensure this is written on the front of your check.", "Please ensure the exact amount of \$159.08 is written in the check.", "Please mail all checks to 95 Franklin St Room 1100 Buffalo, NY 14202.", and "Application is not complete until payment is received." Below the list, it says "For any questions or issues please contact us at eriecountybedtax@erie.gov" and "Thank you for submitting your tax payment. We have emailed you a receipt of your payment. Your actions today allow short term rentals to be an attractive choice for Erie County, NY visitors, while maintaining the residential character of our neighborhoods." At the bottom right of the white box is a blue button labeled "Return to Dashboard".

Additional Payments & Past Filing Periods

Catch up on previous months or file multiple periods at once.

Step 1: Start from "Pay Tax"

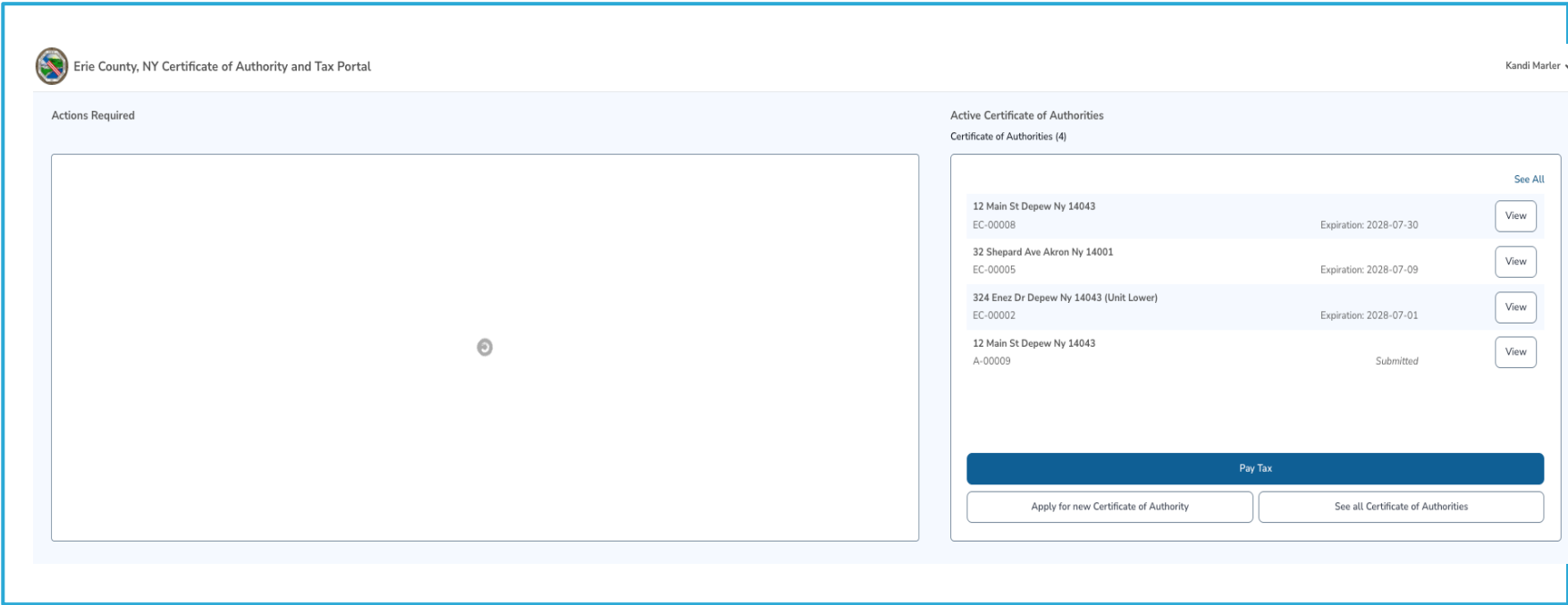
Past-period filings begin the same way as a regular filing.

- 1

From your dashboard, click the "Pay Tax" button to begin.

NOTE

Late filings will have penalty/interest applied automatically by the system, where applicable.



Pay Tax

Apply for new Certificate of Authority

See all Certificate of Authorities

Step 2: Select Properties & Add Periods

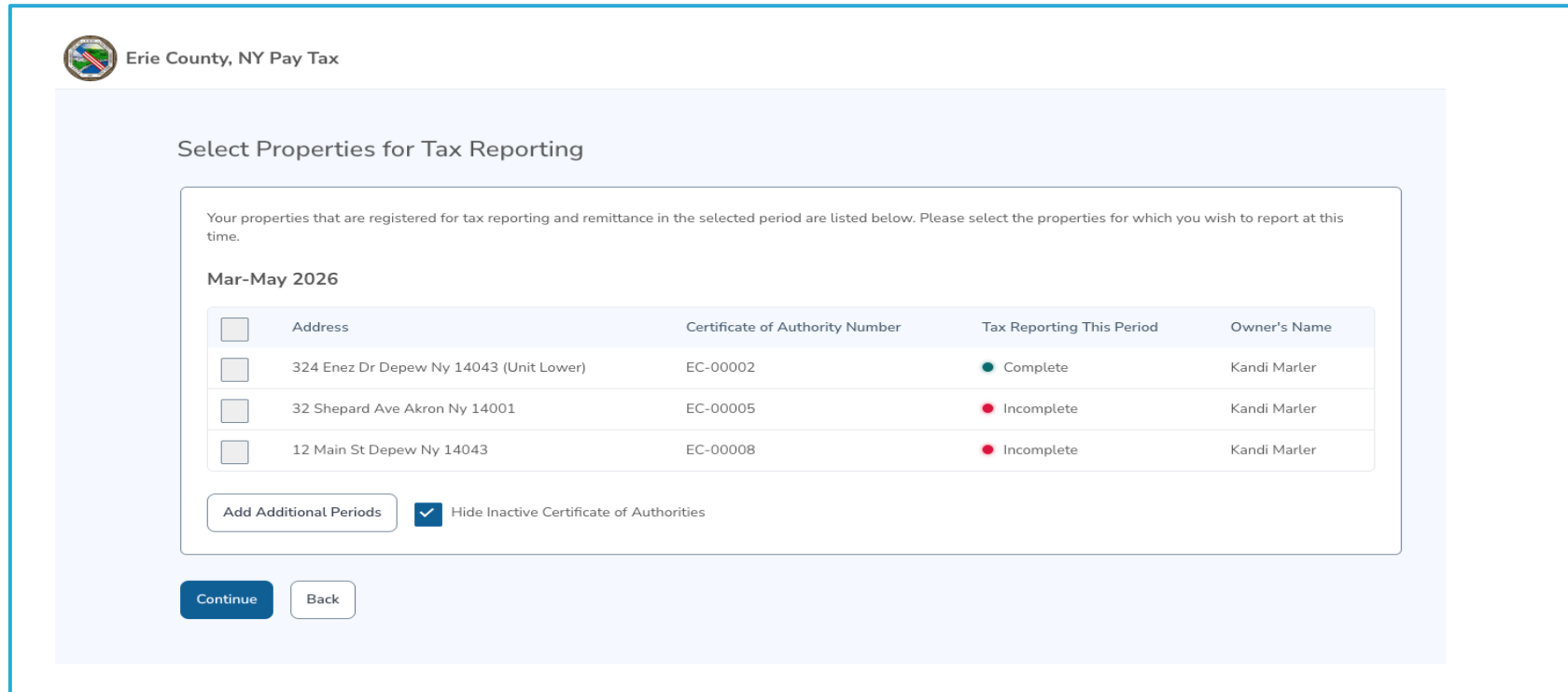
After choosing your properties, you'll add the past tax period.

1

Check the property/properties you're filing for.

2

Click "Add Additional Periods."



Erie County, NY Pay Tax

Select Properties for Tax Reporting

Your properties that are registered for tax reporting and remittance in the selected period are listed below. Please select the properties for which you wish to report at this time.

Mar-May 2026

☐	Address	Certificate of Authority Number	Tax Reporting This Period	Owner's Name
☐	324 Enez Dr Depew Ny 14043 (Unit Lower)	EC-00002	Complete	Kandi Marler
☐	32 Shepard Ave Akron Ny 14001	EC-00005	Incomplete	Kandi Marler
☐	12 Main St Depew Ny 14043	EC-00008	Incomplete	Kandi Marler

[Add Additional Periods](#) ☒ Hide Inactive Certificate of Authorities

[Continue](#) [Back](#)

Step 3: Choose Year and quarter(s)

Select every previous period you need to file for.

1

Choose the required year.

2

Check the quarter(s) you need to file.

3

Click "Add Periods."

Report Additional Tax

Select the periods for which you wish to report tax, including reporting \$0.00 receipts.

2026 2025 2024 2023

☐ Jan-Mar 2026

☒ Apr-Jun 2026

Add Periods

Close

Step 4: Verify Periods & Continue

Confirm the additional months are listed correctly.

1

Review the list of periods you've added.

2

When everything looks right, click "Continue."

 **Erie County, NY Pay Tax**

Select Properties for Tax Reporting

Your properties that are registered for tax reporting and remittance in the selected period are listed below. Please select the properties for which you wish to report at this time.

Mar-May 2026

☐	Address	Certificate of Authority Number	Tax Reporting This Period	Owner's Name
☒	324 Enez Dr Depew Ny 14043 (Unit Lower)	EC-00002	Complete	Kandi Marler
☐	32 Shepard Ave Akron Ny 14001	EC-00005	Incomplete	Kandi Marler
☐	12 Main St Depew Ny 14043	EC-00008	Incomplete	Kandi Marler

Dec-Feb 2026

☐	Address	Certificate of Authority Number	Tax Reporting This Period	Owner's Name
☒	324 Enez Dr Depew Ny 14043 (Unit Lower)	EC-00002	Incomplete	Kandi Marler
☐	32 Shepard Ave Akron Ny 14001	EC-00005	Incomplete	Kandi Marler
☐	12 Main St Depew Ny 14043	EC-00008	Incomplete	Kandi Marler

Add Additional Periods

☒ Hide Inactive Certificate of Authorities

Step 5: Report Revenue for Each Period

You'll complete the same Revenue Report you saw in Section 2 — once per period.

1

Click the "Reporting Incomplete" drop-down for each period.

2

Complete Property Occupancy and Revenue for each period (see Section 2 for details).

3

All required fields must be completed before you can proceed.

TIP

If a previous quarter had no bookings, enter \$0 for revenue. **Zero-dollar filings are required** to keep the property compliant.

For the current and previous quarters, please report the taxable receipts

Taxable receipts are defined as the consideration paid by the occupant of any rental where the cost of occupancy is at the rate of \$2 or more per day. Taxable receipts INCLUDE, but are not limited to, non-refundable charges such as nightly or weekly rents for a period of 30 days or less, standard cleaning fees, pet fees, internet charges, late check-out fees, extra person fees, and resort fees. Taxable receipts EXCLUDE refundable deposits and any additional items included in a special package rate, such as recreational activities.

By submitting this return, I certify that all reported information is accurate and complete. If I have claimed a tax exemption on any revenue, I understand that I am required to submit documentation to support the exempt amount. Exemptions claimed without adequate supporting documentation may be disallowed.

Collection Agreement Notice

Erie County, NY has signed collection agreements with Airbnb and Vrbo.

By default, Airbnb will remit Occupancy Tax directly for all rentals facilitated through their platform. Some hosts have opted out of this process or are part of the Professional Host program, meaning that they must remit their own Occupancy Tax to Erie County, NY directly. Airbnb does not remit other taxes directly.

Vrbo will remit Occupancy Tax directly for all rentals facilitated through their platform.

Please ensure that you follow the directions and report your income by platform below, splitting it into three separate groupings:

- VRBO
- Airbnb
- All Other Platforms

Mar-May 2026

324 ENEZ DR DEPEW NY 14043

Reporting Incomplete v

Dec-Feb 2026

324 ENEZ DR DEPEW NY 14043

Reporting Incomplete v

Continue

Back

Step 6: Confirm, Sign, and Pay

Final review and payment work the same as Section 2.

- 1 Confirm the total payment amount across all periods.
- 2 Review and confirm all certifications.
- 3 Sign by typing your name.
- 4 Click "Continue" to finalize and proceed to payment.

Confirm and Sign

Please confirm the following information and sign below

Tax Summary

All Periods

All Licenses

March 2026 - May 2026

Tax due

324 Enez Dr Depew Ny 14043 (Unit Lower)

\$159.08

Total due March 2026 - May 2026

\$159.08

December 2025 - February 2026

Tax due

324 Enez Dr Depew Ny 14043 (Unit Lower)

\$65.56

Total due December 2025 - February 2026

\$65.56

Total Payment Due

\$224.64

Certifications

☐ I certify under penalty of perjury that the foregoing is true and correct.

By checking this box, I certify that all information reported on this return is true, accurate, and complete. If any portion of revenue has been claimed as exempt from tax, I

Erie County NY Certificate of Authority and Occupancy Tax Portal • Customer Portal Guide

Confirm and Sign — same flow as a regular filing

39 / 46

Payment Method Explained

Understand the accepted payment method and how to use it.

ACH (E-Check) vs. Credit Card vs. Mail-In Check

ACH / E-Check

Recommended for most filers

Benefits

- Funds transfer directly from your bank account
- Fast — payment processed quickly
- No mailing or trips to the post office

WHAT YOU'LL NEED

Bank routing number and account number

Credit / Debit Card

Convenient for occasional filers

Benefits

- Quick to enter — no banking info needed
- Receipt sent immediately

WHAT YOU'LL NEED

Card number, expiration, CVV, billing ZIP

Check (PAPER)

Available, but slower

Benefits

- No electronic banking required
- Physical receipt for your records

Things to Note

- Slower — must allow time for mail
- Requires a confirmation code on the memo line
- Check must be postmarked by the 20th following the end of quarter to avoid penalties.

WHAT YOU'LL NEED

Pen, paper check, stamp, mailing address

IMPORTANT

Mailing a check? The portal generates a Confirmation Code when you choose mail-in check. WRITE THIS CODE ON THE MEMO LINE. Without it, your check cannot be matched to your account.

Frequently Asked Questions

Quick answers to the most common questions about the portal.

FAQ — Filings, Edits, and Payments

Q Do I need to file if I had no bookings this quarter?

Yes. Erie County requires a filing every quarter, even when there is no revenue. Submit a \$0 filing (a "Zero-Dollar Filing") to stay compliant and avoid penalty notices. Filings are required even if facilities are using AirBNB and VRBO.

Q I made a mistake on a filing I already submitted. Can I edit it?

Submitted and paid filings cannot be edited by the user — this protects audit integrity. Contact the Erie County Comptroller's Office for assistance.

Q Can I pay for multiple properties at once?

Yes. Add multiple properties to a single filing on the "Select Properties" screen, then check out with one payment.

FAQ - Continued

Q

The payment window won't open when I click pay. What's wrong?

This is almost always caused by a Pop-up Blocker. In Chrome, Safari, or Edge, allow pop-ups for portal.deckard.com and try again. Make sure your browser is up to date.

Q

I'm paying by Mail-In Check — what do I need to know?

When you choose Mail-In Check, the portal generates a unique Confirmation Code. WRITE THIS CODE ON THE MEMO LINE of your check. Without it, your check cannot be applied to the correct account. Checks must be postmarked by the 20th following the end of the quarter to avoid penalties.

Q

How will I know when it is time to renew my certificate or file my taxes?

You will receive automated email reminders when its time to renew your certificate and file your quarterly taxes. You will need to make sure this is not going to your junk or spam folder.

Q

Can I save my application and finish it later?

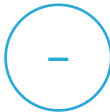
No — the registration must be completed in a single session for security purposes. There is no save-and-return feature.

Download Your Tax Summary for Records

After every successful filing, you can download a Tax Summary PDF for your records. This report supports reconciliation and compliance documentation — keep one for every filing.

Your Tax Summary includes:

- 

Revenue by Platform
How much revenue came from Airbnb / VRBO and from your direct bookings.
- 

Allowable Deductions
Any qualifying deductions applied against Gross Revenue.
- 

Taxable Receipts
Gross Revenue minus deductions — the figure tax is calculated on.
- 

Tax Payable
The Occupancy Tax due for the filing period.
- 

Penalties & Interest
Any penalty/interest applied for late filing.
- 

Total Amount Due
The complete amount paid for this filing.

TIP
Save your Tax Summary every quarter. It's the easiest way to reconcile your Occupancy Tax records, support an audit, and share with your accountant at tax time.

NEED HELP?

Getting Additional Assistance

If you have questions, encounter issues, or need a manual adjustment to a previously submitted filing, the Erie County Comptroller's Office is here to help.

CALL US

716-858-8400

Erie County Comptroller's Office

EMAIL US

eriecountybedtax@erie.gov

Erie County Comptroller's Office

<https://portal.deckard.com/ny-erie-str-portal>