**Delaware County Treasurer' Office**
**111 Main Street**
**PO Box 431**
**Delhi, NY 13753**
**607-832-5070 • Fax 607-832-6013**

| OFFICE USE ONLY |
|---|
| Certificate ID: |
| Date: |
| |

# Certificate of Registration

Application for Certificate of Authority to Collect Occupancy Tax

PLEASE ANSWER ALL QUESTIONS (PRINT OR TYPE)

1. Business Name: Number of Rental Rooms:
2. Contact Person: Phone:
3. Mailing Address: New York
   *Street Address and/or PO Box* *City/Town* *State or Territory* *Zip + 4*
4. 911 Address: Tax Map ID:
   *Physical 911 Street Address* *Township*
5. NYS Sales Tax ID: Fed Tax ID/Social Security No:
6. Establishment Type: ○ B&B ○ Boarding House ○ Bungalow ○ Club ○ Cottage Colony ○ Dude Ranch ○ Guest House ○ Hostel ○ Hotel ○ Inn ○ Motel ○ Rooming House ○ Ski Lodge ○ Tourist Cabin ○ Other
7. Type of Ownership: ○ Individual ○ Partnership ○ Corporation
8. List Names & Addresses of Owner(s): (Individual, Partners, or Principal Officers if Corporation)

9. Absentee Landlord's Agent: (If Applicable) Name: Phone:
   Address: New York
   *Street Address and/or PO Box* *City/Town* *State or Territory* *Zip + 4*
10. Period of Business Operation Per Year: ○ Year-Round ○ Seasonal (If Seasonal Mark Applicable Months Below)
    ☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun ☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec

    Property Is Rented: (Mark All That Apply) ☐ Daily ☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Yearly
11. Date Business Commenced in Delaware County:
12. If Business Acquired From Previous Owner, List Name Under Which it was Operated:

I hereby certify by my electronic signature via e-mail, or by my manual signature via regular mail, that the statements made herein have been examined by me and are, to the best of my knowledge and belief, true and complete.

Date: Signature:

Title:

As per Local Law 15 of 2015 of the County of Delaware, within three (3) days after commencement of business, every operator should have filed with the County Treasurer a Certificate of Registration in a form prescribed by her. The Treasurer shall promptly thereafter issue without charge to each hotel operator a Certificate of Authority empowering such operator to collect the tax from occupants. Such certificates shall be non-assignable and nontransferable and shall be surrendered immediately to the County Treasurers upon the cessation of business or upon its sale or transfer. Any hotel operator willfully failing to file a Certificate of Registration or Certificate of Authority shall be liable to the penalties provided by law.

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