



*County of Fulton*  
*County Treasurer's Office*

E. Terry Blodgett, Treasurer  
Michelle Ippoliti, Deputy Treas.  
Felicia Duesler, Asst. Deputy Treas.

223 W. Main Street, Room 202  
P.O. Box 128  
Johnstown, NY 12095

Phone: (518) 736-5580  
Fax: (518) 736-1794  
Email: [ftreasurer@fultoncountyny.gov](mailto:ftreasurer@fultoncountyny.gov)

**INSTRUCTIONS FOR ROOM OCCUPANCY TAX RETURN FORM**

1. Provide the Identification Number assigned on the Certificate of Authority
2. Print or type Business or Owner Name
3. Print Contact Name
4. Mailing Address of Business
5. Telephone number where you can best be reached
6. Email address where you can best be reached
7. Mailing Address where all correspondence should be sent, if different from Business Address
8. Quarterly Reporting Period for which you are submitting payment (for Final Returns, provide date sold and new owner contact information)
9. If filing an Amended Return, indicate original filing period for which you are submitting the Amended Return. If applicable, provide copy of any correspondence received from the Fulton County Treasurer regarding the Amended Return.
10. Type of Business/Ownership of the property
11. Number of Rental Rooms Available

**COMPUTATION OF TAX AMOUNT PAID**

1. Revenue from Occupancy of Rooms
2. Any Non-Taxable Room Rentals
3. Net Taxable Room Rentals (Line 1 – Line 2)
4. Room Occupancy Tax Owed (4% of Net Taxable Room Rentals on Line 3)
5. Overpayment/Underpayment from any Prior Return of Tax on Room Occupancy, if any
6. A Penalty of 5% is charged on taxes due that are not paid or postmarked by the 20<sup>th</sup> day following the month taxes are due. (5% of the amount reported on Line 4)
7. Interest of 1% per month is charged as an additional penalty if payment is made more than 30 days after the end of the period being paid (i.e. if a tax is due by 4/20, but is made after 5/20, an additional 1% interest penalty is due on the amount reported on Line 4. Interest will continue to accumulate for each month the payment is late until it is paid.)
8. Operator Collection Credit of 5% - up to \$200 (5% of Line 4)
9. Start Up Credit of 5% - up to \$200 – for the first 12 months for operators who were in business on the effective date of this Law (effective period is 7/1/2017 through 6/30/2018) (5% of Line 4)
10. The Total Amount Due is Line 4 +(or -) Line 5 + Line 6 + Line 7 – Line 8 – Line 9
11. If Total Amount Due is a credit balance, this amount should be deducted from your **next** return on Line 5 as an overpayment.

Make checks Payable to ***"FULTON COUNTY TREASURER"*** and mail it with the return form to:

**223 W. Main Street, Room 202  
P.O. Box 128  
Johnstown, NY 12095**

Sign and date the Return Form certifying the statements as completed.



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RETURN OF TAX ON ROOM OCCUPANCY

(pursuant to Chapter 489 of the Laws of 2016 of the State of New York and Fulton County Local Law 1 of 2017)

Identification Number

FUL -

Business/Owner Name:

Contact Name:

Business Address:

Telephone #:

Email Address:

Mailing Address:

Quarterly Return (please check appropriate quarter being reported)

- 1st Quarter January 1 - March 31 Due on or Before April 20
2nd Quarter April 1 - June 30 Due on or Before July 20
3rd Quarter July 1 - September 30 Due on or Before October 20
4th Quarter October 1 - December 31 Due on or Before January 20
FINAL RETURN - enter date sold and new owner's name and address

PLEASE NOTE: This return must be filed by the report due date regardless of whether there is any tax due to Fulton County.

Amended Return (please provide period for which you are filing an Amended Return) Year Quarter

Type of Business: Hotel Motel Bed & Breakfast Vacation Rental Cabin Private Home
Camp Apartment Cottage Other:

Number of Rental Rooms Available:

Computation of Tax:

Table with 3 columns: Description, Calculation, Amount. Rows include Gross Income from Occupancy of Rooms, LESS: Non-Taxable Room Rentals, NET TAXABLE ROOM RENTALS, County Occupancy Tax Due (4% of line 3), Prior (Overpayment) or Underpayment, Penalty (5% of line 4 if not paid by due date), Interest (1% of line 4 for each month after due date), LESS: Operator Collection Credit (5% of line 4 - up to \$200), LESS: Start Up Credit (5% of line 4 - up to \$200 - for the first 12 months for operators in business on the effective date of this Law).

Total Amount Due (total of lines 4-9) \$ \*

(\*Credit balances should be applied to the following month's return as an overpayment)

Remittance checks should be made payable to "Fulton County Treasurer" and return with this form on or before the due date to:
223 W. Main St.
P.O. Box 128
Johnstown, NY 12095

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

Signature Title Date