



COUNTY TREASURER, HEATHER A. SCRIBNER

FULTON COUNTY, NEW YORK

INSTRUCTIONS FOR OCCUPANCY TAX REGISTRATION FORM

*Occupancy Tax Form must be filed quarterly even when no tax is due and submitted to the Fulton County Treasurer's Office.
Pursuant to Chapter 489 of the Law of 2016 of the State of New York and Fulton County Local Law 1 of 2017.
Visit <https://www.fultoncountyny.gov/treasurer> the Fulton County Occupancy Handbook.*

COMPLETE FORM

- Year (This is the year you are registering)
- Parcel ID (AKA SBL #)
- Business / Individual Name
- Parcel Owner Name
- NYS Sales Tax ID Number and/or Social Security Number
- Mailing Address (Where all correspondence should be sent)
- Telephone Number (Where the owner/responsible party can be reached)
- Email Address (Where the owner/responsible party can be reached)
- Type of Ownership
- Other Owner(s)
- Quarterly Return Deadlines: Due each quarter even if there is zero amount due
- Do you Use a Rental Agency/Third Party include listing #
- Type of Establishment
- Do you own any other short-term rentals
- If yes, provide location
- Sign and date

ABOUT

Taxable income charged is charged for each room rental. If you are renting and using AIRBNB **DO NOT** include income as you are already being tax through that agency. Any Non-Taxable income (exempted) charged from room rentals only include Taxable Room Rentals. Room Occupancy Tax Owed: 4% of Net Taxable Room Rentals. If applicable, include late charge penalty of 5% for the first month of non-paid occupancy tax. (5% of the amount reported). If applicable, include additional interest of 1% to for the second month not filed and thereafter. (i.e. if a tax is due by 4/20 but is made after 5/20) **Interest will continue to accumulate for each month the payment is late until it is paid.** When filing Occupancy return you will receive an Operator Collection Credit 5% for each quarter, but no greater than \$200 shall be credited.

Once complete, file and return form to the Fulton County Treasurer. Email or mail form to 223 West Main St. Room 22 P.O. Box 128, Johnstown NY 12095 or fctreasurer@fultoncountyny.gov. Contact the Treasurer's Office for questions 518.736 5580.

223 West Main Street Room 202

P.O. Box 128

Johnstown, New York 12095

518 736 5580

fctreasurer@fultoncountyny.gov

OFFICE OF TREASURER

HEATHER A. SCRIBNER

FULTON COUNTY, NEW YORK

FUL-

Certificate of Authority ID #

Year

Parcel ID / SBL #

OCCUPANCY TAX REGISTRATION FORM

Business / Individual Name _____ Parcel Owner Name _____

NYS Sales Tax ID/Social Security Number _____

Mailing Address _____

Phone Number _____ Email Address _____

Type of Ownership: ☐ Individual ☐ Partnership ☐ Corporation ☐ Other

Other Owner(s), Corporate Officers, Partners and/or Members include Name, Address, Telephone # and Title

1.) _____

2.) _____

3.) _____

Do you use a rental agency/third party marketer (i.e., Airbnb, HomeAway)? ☐ Yes ☐ No

If Yes, list name and address and include listing number

Do you own any other short-term rental property in Fulton County? ☐ Yes ☐ No

Note: A separate Occupancy Tax Registration Form is required for each property.

If Yes, Include Location(s), and COA ID #(s):

Once complete a Certificate of Authority to collect Occupancy Tax will be issued by the County Treasurer.
This must be displayed, by law, at the rental location.

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Visit <https://www.fultoncountyny.gov/fulton-county-treasurer> for the Fulton County Occupancy Handbook.

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

Return this form to the Fulton County Treasurer. Mail form to 223 West Main St. Room 202, P.O. Box 128, Johnstown NY 12095 or email ftreasurer@fultoncountyny.gov. For more information, visit <https://www.fultoncountyny.gov/treasurer>. Contact the Treasurer's office for questions at 518.736 5580.