



Finance Department

125 E. Court St, Ithaca, N.Y. 14850 | Phone: (607) 274-5545 | tompkinscountyny.gov

TREASURY MANAGER
Lisa Schott
lschott@tompkins-co.org

HOTEL, MOTEL, BED & BREAKFAST OCCUPANCY TAX CERTIFICATE OF REGISTRATION

DATE OF APPLICATION: _____

NAME OF ESTABLISHMENT: _____

PHYSICAL ADDRESS (# and Street): _____

City/Town/Village: _____

MUNICIPALITY (if different from above): _____

PHONE NUMBER: (____) _____ EMAIL: _____

OWNER OF RECORD: _____

DATE BUSINESS STARTED: _____ NUMBER OF ROOMS: _____

WEBSITE (or VRBO/Airbnb link): _____

MONTHS OF AVAILABILITY: _____ AVERAGE RATE: _____

ON PREMISES MANAGER:

NAME _____

PHONE # (____) _____ EMAIL _____

ADDRESS FOR CORRESPONDENCE AND QUARTERLY OCCUPANCY TAX RETURNS:

CUSTOMER BOOKING OPTIONS (Check all that apply):

Direct-Corporate Reservation

VRBO

Airbnb

Online Travel Agent (please list) _____

Other _____

IF YOU ARE NOT AIRBNB EXCLUSIVE:

PERMISSION TO LIST ADDRESS IN VISIT ITHACA'S OFFICIAL TRAVEL GUIDE YES NO

PERMISSION TO LIST WEBSITE ON VISITITHACA.COM YES NO

RETURN BY MAIL TO: **TOMPKINS COUNTY FINANCE DEPT – TREASURY DIVISION**
125 EAST COURT STREET, ITHACA, NY 14850

OR EMAIL TO: lschott@tompkins-co.org

"Promoting excellence in County operations while respecting the needs of the people we serve."