

**CERTIFICATE OF REGISTRATION**

Application for Certificate of Authority to collect room occupancy tax.

1. Owner's Name(s): \_\_\_\_\_
2. Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_
4. Location of Business: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_
5. Township or Village: \_\_\_\_\_
6. Email Address: \_\_\_\_\_  
Would you like invoices sent to your email address? \_\_\_\_\_ Yes \_\_\_\_\_ No
7. List below Name and Address of individuals, partners, or principal officer:  

Name	Home Address	Title

8. Type of Establishment: \_\_\_\_\_ Hotel \_\_\_\_\_ Motel \_\_\_\_\_ Other  
\_\_\_\_\_ Short Term Rental of residences, camps, guest houses, & other facilities
9. Type of Ownership: \_\_\_\_\_ Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation
10. Number of Rooms: \_\_\_\_\_
11. Annual or Quarterly Billing: \_\_\_\_\_
12. Date started business in Lewis County: \_\_\_\_\_
13. If acquired from former owner, name under which they operated: \_\_\_\_\_

Local Law No. 9-2004 (Amended via Local Law No. 6-2019) requires that:

Every person required to collect any tax imposed by this law shall file with the County Treasurer a Certificate of Registration, in a form prescribed by it, at least twenty days prior to commencing business or opening a new place of business or such purchasing or taking of possession or payment, whichever comes first.

**Penalties:**

Any person willfully failing to file a Certificate of Registration or surrender the Certificate of Authority as required of assigning such Certificate of Authority, shall be liable to the penalties provided by Law.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature