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NEW YORK

TOWN OF NEWBURGH 1496 Route 300 Newburgh, NY 12550

Phone: 845-564-5220 • Fax: 845-566-9461

RETURN OF TAX ON OCCUPANCY OF HOTEL AND MOTEL ROOMS

(Pursuant to Local Law 03 of 2021 of the Town of Newburgh, New York)

PLEASE PRINT OR TYPE

Certificate#:	Phone Number:	EIN# (nine	-digit number):
Business/Owner Name:			
		and $3/1-5/31$ Due 6/20 3^{rd} 6/1-8/30 Due	
☐ FINAL RETURN: B	susiness has been sold or pe	rmanently closed.	
Number of rooms rented	for the quarter: If s	easonal, indicate months of operation:	
Type of Establishment:	🗌 Hotel 🗌 Motel 🗌	B&B 🗌 Other:	
COMPUTATION OF	FAX:		
A. Gross Income from	rooms		\$
B. Less Exempt Incom	ne from rooms	must complete page 2	_\$ <u>(</u>
		Line A minus Line	
		must complete page 2	
		Line C minus Line	
		Line E multiplied by 59	
G. 5% Penalty	·	Line F multiplied by 5% (if applicabl due 3/20, penalty applied 3/21)	e <u>)</u> \$
H. 1% Interest per mo		Line F multiplied by 1% (if applicabl	
I. Total Due		Add Lines F through l	н\$

This return must be filed whether or not there is a tax to be remitted.

This form must be returned (postmarked) with your remittance for the full amount of the tax due within 20 days after the last day of the tax quarter to avoid the imposition of a penalty and interest.

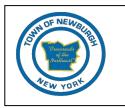
Make check payable to: Town of Newburgh, include *Certificate Number (NB#)* in the memo section of the check. **Mail to:** Occupancy Tax, Town of Newburgh, Accounting Office, 1496 Route 300, Newburgh, New York 12550

Certificate of Taxpayer

Under the penalties of perjury, I hereby certify that this report is, to the best of my knowledge and belief, a true and complete return.

Type or Print Name

Signature



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EXEMPT INCOME WORKSHEET

Certificate	#:	Name of Establishment:				
Year: 20	Quarter: 1 st	12/1-2/29 Due $3/20$ 2nd $3/$	/1-5/31 Due 6/20	3 rd 6/1-8/30 Due 9/20	4th 9/1	-11/30 Due 12/20

I. Exempt Income from rooms \$ (

(amount reported on **Page 1, Line B**)

Below, using one (1) line per room rented, breakdown all Exempt Income reported according to the Type of Occupant (i.e. Permanent Resident, Exempt Occupant or Tax-Exempt Organization).

*****Use one (1) line per room rented.*****

Type of Occupant (Use one line per room)	Rate for room per day	Total number of days rented	Total Dollars Exempt
ex: Permanent Resident	\$65.00/day	-	-
1	<u> </u>		\$
2	<u>\$</u>		\$
3	<u>\$</u>		\$
4	\$		\$
5	<u>\$</u>		\$
6	\$		\$
7	\$		\$
8	\$		\$
9	\$		\$
10	\$		\$
	Total Exemp (amount reported ar amount for each refund or credit repo		
	Description		Dollar Amount
x: <u>Tax overpayment on previous return</u>			\$ <u>200.00</u>
1			\$
2			<u>\$</u>
	Total Refunds and (Other Credits	\$

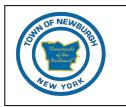
Total Refunds and Other Credits \$_____

Certificate of Taxpayer

Under the penalties of perjury, I hereby certify that this report is, to the best of my knowledge and belief, a true and complete return.

Type or Print Name

Signature



TOWN OF NEWBURGH 1496 Route 300 Newburgh, NY 12550 Phone: 845-564-5220 Fax: 845-566-9461 ٠ **RETURN OF TAX ON OCCUPANCY OF HOTEL AND MOTEL ROOMS**

(Pursuant to Local Law 03 of 2021 of the Town of Newburgh, New York)

INSTRUCTIONS

- 1. Read through these instructions before filling in the Return of Tax on Hotel and Motel Rooms and the Exempt Income Worksheet.
- 2. Make sure the form is filled in completely and legibly.
- Be sure to enter your Certificate Number (H#) on all documentation and payments. This is the number issued to 3. you by the Town and can be found on your Certificate of Authority.
- The phone number should be the number to call if there are any questions regarding this return. 4.
- 5. If you enter an amount on Line B (Less Exempt Income from rooms) you are claiming Exempt Income. You must complete the corresponding section on page 2 (Exempt Income Worksheet) or provide a computerized report. An explanation is required for all exempt income. If a satisfactory explanation is not provided you will be responsible to remit the tax on the amount claimed as an exemption.
- If you enter an amount on Line D (Less Refunds and Other Credits) you are claiming that you overpaid your taxes 6. in a previous quarter. You must complete the corresponding section on page 2 (Exempt Income Worksheet) or provide a computerized report. An explanation is required for all refunds and other credits. If a satisfactory explanation is not provided you will be responsible to remit the tax on the amount claimed as a refund and/or other credit.
- 7. If your return with your remittance for the full amount of the tax due will not be postmarked by the due date stated, you will owe the penalty. Multiply the amount on Line F (Tax Due) by 5% or .05. Enter the result on Line G (5% Penalty). If no penalty is due, enter a "0" on Line G (5% Penalty).
- 8. If you fail to file a return or pay the full amount of tax by the stated due date, interest will accrue at the rate of 1% of such tax for each month of delay, excepting the first month after such return was required to be filed or such tax became due. If interest is due, multiply the amount on Line F (Tax Due) by 1% or .01. Take that amount and multiply it by the number of months the return is overdue. Exclude the month that includes the due date, for example, if the return is due on March 20th interest will begin to accrue on April 20th. Enter the amount on Line H (Interest at 1% per month until paid in full). If no interest is due, enter a "0" on Line H (Interest at 1% per month until paid in full).
- 9. Line I (Total Due) is the total amount due and must match the amount on your check. Make the check payable to the Town of Newburgh and including the Certificate Number in the memo section of the check.
- 10. You must sign and date the Return of Tax on Occupancy of Hotel and Motel Rooms form certifying under the penalties of perjury, that the report is, to the best of your knowledge and belief, a true and complete return.
- 11. If completed, you must sign and date the Exempt Income Worksheet form certifying under the penalties of perjury, that the report is, to the best of your knowledge and belief, a true and complete return.
- 12. Send the Return of Tax on Occupancy of Hotel and Motel Rooms, the Exempt Income Worksheet form or computer generated for exemptions, refunds and/or other credits, along with your payment to: Attn: Occupancy Tax, Town of Newburgh Accounting Office, 1496 Route 300, Newburgh, New York 12550.