

**VILLAGE OF SKANEATELES - TREASURER'S OFFICE  
HOTEL/MOTEL TAX**

26 Fennell Street | Skaneateles, NY 13152 | Telephone: 315-685-3440

Instructions: For all details, please refer to Village Code sections 195-35 – 195-46 -Local Law 9 of 2023: Hotel Room Occupancy Tax

**Registration**

- Please fill out the attached “Certificate of Registration” form. This must be completed and submitted by January 10, 2024.
- January 10, 2024 – Please submit your completed “Certificate of Registration” form to Carrie Hanno, Village Treasurer, at the Village Office, 26 Fennell Street, Skaneateles, NY 13152.
- Within 5 days after your registration, Treasurer Hanno will issue a “Certificate of Authority” that should be prominently displayed so it can be seen by all occupants and people seeing occupancy.
  - Each location will receive a duplicate of the “Certificate of Authority” which identifies the hotel to which it applies.
  - In the event the business chooses to close, the certificate shall be surrendered to the Village Treasurer.

\* For tax collection details, refer to the local law, section 195-42. Administration and Collection.

**Filing**

- “Return of Tax on Occupancy of Hotel/Motel Rooms” should be returned to the Village Treasurer within 20 days from the final day of the period covered. The due dates can be found on the top of the form.
- Payment should be made to the Village Treasurer at the time of the filing of the return.