

**VILLAGE OF BRIARCLIFF MANOR  
STATE OF NEW YORK  
DEPARTMENT OF FINANCE  
RETURN OF TAX ON OCCUPANCY OF HOTEL ROOMS**

(Pursuant to Chapter 195 Taxation, Article VII Hotel Room  
Occupancy Tax of the Village of Briarcliff Manor)

**Hotel Name & Address**

**Covering Period:** \_\_\_\_\_ **Year:** \_\_\_\_\_

Q1: Dec 1 - Feb 28, due on or before Mar 20  
Q2: Mar 1 - May 31, due on or before Jun 20  
Q3: Jun 1 - Aug 31, due on or before Sept 20  
Q4: Sep 1 - Nov 30, due on or before Dec 20

**IMPORTANT! PLEASE PAY BY DUE DATE TO AVOID LATE CHARGES**

**COMPUTATION OF TAXES:**

A) Gross Taxable Room Rental Income	\$ _____
B) Less Refunds and Other Credits	_____
C) Net Taxable Room Rentals ( <i>line A minus line B</i> )	_____
D) <b>Room Occupancy Tax Due (3% of line C)</b>	_____
E) Add: Late Penalty Due ( <i>5% of line D</i> )	_____
F) Add: Late Interest Due ( <i>1% per month of line D - after 30 days</i> )	_____
G) <b>Total Amount Due (Add lines D, E, and F)</b>	\$ _____

**PLEASE COMPLETE THE FOLLOWING:**

Number of rooms available for rental: \_\_\_\_\_

Has the business been sold? No \_\_\_\_\_ Yes \_\_\_\_\_ (Date: \_\_\_\_\_)

Ceased operations? No \_\_\_\_\_ Yes \_\_\_\_\_ (Date: \_\_\_\_\_)

If "yes" to any of the above, you must return **Certificate of Authority** to our office.

**Certificate of Taxpayer:**

I hereby certify that this return is, to the best of my knowledge and belief, true and complete.

**Contact Information**

Business Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_ Title \_\_\_\_\_

Phone Number \_\_\_\_\_

This return must be filed, along with your remittance in full for the tax due, within 20 days after the period covered by the return to avoid the imposition of penalties.

**NOTE:**

**Make Check Payable to:** Village of Briarcliff Manor

**Mail Check and this Return to:**

Village of Briarcliff Manor  
Attn: Finance Office  
1111 Pleasantville Rd  
Briarcliff Manor, NY 10510

Questions, call (914) 944-2787

**OFFICE USE ONLY**

**POSTMARK DATE:** \_\_\_\_\_

**CHECK NUMBER:** \_\_\_\_\_