



Town of New Windsor
Town Comptroller
555 Union Avenue

Phone: 845-563-4621 • Email: dcasey@newwindsor-ny.gov

RETURN OF TAX ON OCCUPANCY OF HOTEL AND MOTEL ROOMS
(Pursuant to Local Law 2 of 2026 of the Town of New Windsor, New York)

PLEASE PRINT OR TYPE

Certificate#: _____ Phone Number: _____ EIN# (nine-digit number): _____

Business/Owner Name: _____

Name of Establishment: _____

Mailing Address: _____

Mailing Address City, State, Zip Code: _____

Year: **20** __ Quarter: **1st** 12/1–2/29 Due 3/20 **2nd** 3/1–5/31 Due 6/20 **3rd** 6/1–8/30 Due 9/20 **4th** 9/1–11/30 Due 12/20

FINAL RETURN: Business has been sold or permanently closed.

Number of rooms rented for the quarter: _____ If seasonal, indicate months of operation: _____

Type of Establishment: Hotel Motel B&B Other: _____

COMPUTATION OF TAX:

A. Gross Income from rooms \$ _____

B. Less Exempt Income from rooms must complete page 2 \$(_____)

C. Net Income from rooms Line A minus Line B \$ _____

D. Less Refunds and Other Credits must complete page 2 \$(_____)

E. Net Income from rooms Line C minus Line D \$ _____

F. Tax Due Line E multiplied by 5% \$ _____

G. 5% Penalty Line F multiplied by 5% (if applicable) \$ _____

(applied after the 20th of the month in which the payment is due (ex: payment due 3/20, penalty applied 3/21))

H. 1% Interest per month until paid in full Line F multiplied by 1% (if applicable) \$ _____

(accrues the month after the payment is due (ex: payment due 3/20, interest starts to accrue 4/20))

I. **Total Due** Add Lines F through H \$ _____

*****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 New Windsor, include *Certificate Number (H#)* in the memo section of the check.

Mail to: Comptroller, Town of New Windsor, 555 Union Avenue, New Windsor, NY 12553

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

Title

Signature

Date



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Town Comptroller
555 Union Avenue

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RETURN OF TAX ON OCCUPANCY OF HOTEL AND MOTEL ROOMS
(Pursuant to Local Law 2 of 2026 of the Town of New Windsor, New York)
EXEMPT INCOME WORKSHEET

Certificate#: _____ Name of Establishment: _____

Year: 20__ Quarter: 1st 12/1–2/29 Due 3/20 2nd 3/1–5/31 Due 6/20 3rd 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), OR attach a computer-generated report.

*****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	45	\$2,925.00
1.	_____	\$ _____	_____	\$ _____
2.	_____	\$ _____	_____	\$ _____
3.	_____	\$ _____	_____	\$ _____
4.	_____	\$ _____	_____	\$ _____
5.	_____	\$ _____	_____	\$ _____
6.	_____	\$ _____	_____	\$ _____
7.	_____	\$ _____	_____	\$ _____
8.	_____	\$ _____	_____	\$ _____
9.	_____	\$ _____	_____	\$ _____

Total Exemption Amount \$ _____

II. Refunds and Other Credits \$_____ (amount reported on Page 1, Line D)

Below, enter a description and a dollar amount for each refund or credit reported.

	Description	Dollar Amount
ex:	Tax overpayment on previous return	\$200.00
1.	_____	\$ _____
2.	_____	\$ _____

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

Title

Date



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RETURN OF TAX ON OCCUPANCY OF HOTEL AND MOTEL ROOMS

(Pursuant to Local Law 2 of 2026 of the Town of New Windsor, 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.
3. Be sure to enter your Certificate Number (H#) **on all documentation and payments**. This is the number issued to you by the Town and can be found on your Certificate of Authority.
4. The phone number should be the number to call if there are any questions regarding this return.
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.
6. If you enter an amount on **Line D** (Less Refunds and Other Credits) you are claiming that you overpaid your taxes 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 New Windsor and include 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: Comptroller, Town of New Windsor, 555 Union Avenue, New Windsor, NY 12553