Nassau County Treasurer Department
Hotel & Motel Tax Electronic Filing and Payment

https://app.nassaucountyny.gov/Treasurer/ESTR/hotel/index.php

1. **CREATE AN ACCOUNT**
   a. Click on the green "Create a new account" button.
   b. Fill out all required fields marked with a red asterisk.
   c. Tax ID and email address are unique fields.
      i. It is suggested each venue set up one shared user-profile in case more than one user needs or will need access in the future. Once criteria are set in a profile for tax ID and email address, they cannot be reused in another profile.

2. **LOG IN**
   a. Enter your email and password that you registered with.

3. **FORGOT YOUR PASSWORD**
   a. Click the "Forgot your password?" link on the log in screen.
   b. Enter your email address on file and a reset password link will be sent to you.
   c. In the email that you receive, click the link to reset your password.
   d. Enter your new password twice.

4. **FEATURES**
   a. **UPDATE ACCOUNT**
      i. Update your mailing address, first name, last name, and password.
      ii. If you need to change your email address, you will have to contact the Treasurer department.
   b. **ACCOUNT HISTORY**
      i. View previously filed applications.
      ii. Continue incomplete applications.
         1. In the event a return cannot be completed in one sitting, all entered events are saved in the system, so you can log out and then return to it later. Once logged back in you can finish your incomplete return via this link.

5. **FILL OUT TAX RETURN**
   a. **PAGE 1**
      i. Enter information about the hotel/motel you are filing for. Update the hotel/motel name, tax ID, and name of establishment.
      ii. Select the quarter you are filing for.
      iii. If the business has closed, provide the date of close and the name of the new owner.
      iv. Confirm and fill out any information regarding the business.
   b. **PAGE 2**
      i. **OPTION 1** – import your guests
         1. Upload a csv file (download a blank template to fill out)
      ii. **OPTION 2** – manual entry
         1. Enter permanent residents information

2. Enter "Guest Name", "Company Name" (if applicable), "Arrival Date", "Departure Date" and "Daily Rate". Days Exempt and Amount Paid is auto filled. Arrival Date must be the 1st day guest occupies a room

iii. Enter occupants of exempt organizations information
1. Must have "Exemption Certificate" for the individual or company on file
2. Enter "Guest Name", "Company", "Number of Rooms", "Room Rate", "Number of Day" ; select "Reason Exempt" from the dropdown (for DSS occupants use "O")

iv. Calculations are automatic based on the arrival date, departure date, and daily rate of the room.

v. Edit or delete a guest once they're entered.

vi. Proceed to the next page.

c. **PAGE 3**
i. Enter the gross income from occupancy of rooms.
ii. Calculations are automatic
iii. Certify application is correct and accurate.
iv. Check the agreement and proceed to payment.

d. **PAGE 4**
i. ACH Payment. Effective immediately, to proceed with ACH payments, it is required that you contact your financial institution and inform them of Nassau County's ACH ID Number (9270500002) so a debit from your account can occur when a purchase is made. This requirement is to ensure that proper payment is made and to avoid late fees that may occur. Failure to add the Nassau County's ACH ID Number (9270500002) will result in the blocking of your account until written confirmation is provided from your financial institution.

ii. Enter the business name if using a business account.
iii. Verify email and email address.
iv. Check the agreement and process the payment.