



## City of Olean

# Room Tax Instructions

1. Collect 5% room tax on all room sales.
2. Forms will be available online every quarter:
  - 1st Quarter – January, February March (Due April 20)
  - 2nd Quarter – April, May June (Due July 20)
  - 3rd Quarter – July, August September (Due Oct. 20)
  - 4th Quarter - October, November December (Due Jan. 20)
3. Submit forms and payment on due date to: Lens, Martial, City Auditor  
101 East State Street, Olean, NY 14760

**Please Note:**

There is a 5% penalty if not postmarked by due date.  
Interest is 1% per month

4. If there is no income for any quarter, please return the form stating zero sales and zero tax due (by due date).
5. Please use Certificate of Authority Number on all correspondences.

Please contact the Auditor's Office at 716-376-5613 with any other questions.