



COUNTY OF ALBANY

DEPARTMENT OF MANAGEMENT AND BUDGET, FINANCE DIVISION

112 STATE STREET, ROOM 1340, ALBANY, NEW YORK 12207-2021, 447-7090

FAX (518) 447-5516 VISIT OUR WEBSITE AT [www.albanycountyny.gov](http://www.albanycountyny.gov)

**TAX NOTICE: CHANGE IN OCCUPANCY TAX RATE**

December 23, 2024

Albany County Hotel/Motel  
ATTN Finance Officer  
123 Anywhere  
Albany, NY 12345

Dear Hotel/Motel Owner,

Recently adopted State and Local Laws enacted an increase in Albany County's Occupancy Tax to 6.5% for qualifying room rentals beginning on January 1, 2025. The County is allowing 30-days to implement this change. Occupancy Tax Rate in Albany County must be collected at **a rate of 6.5% by February 1, 2025.**

Enclosed are updated Occupancy Tax Forms for the March 2025 filing and forward. Please report December and January receipts at the 6% rate (blue forms) and February receipts at the 6.5% rate (yellow forms).

Quarterly Occupancy Taxes remain due as previously scheduled. Collection of occupancy taxes must be based on these periods only.

December 1-February 28

March 1-May 31

June 1-August 31

September 1-November 30

Due March 20

Due June 20

Due September 20

Due December 20

**The new Occupancy Tax form noting the 6.5% rate should be used for all future reporting.**

Copies of the new form are available on line at <http://www.albanycountyny.gov/finance/> or from the Division of Finance office in Room 1340 at 112 State Street in downtown Albany.

Please note that each hotel/motel will be responsible for submitting the correct amount for any qualifying room rentals. A grace period of 30 days will be provided to allow for implementation of this change, **but collections must be at the new rate by February 1, 2025.**

Ms. Heather Garcia can be reached at 447-7090 if any additional information is needed regarding payments due as noted above.

Sincerely,

*Jeff Neal*

Jeff Neal, Director of Finance

Email: [jeff.neal@albanycountyny.gov](mailto:jeff.neal@albanycountyny.gov)