



# Henderson County

## Occupancy Tax Registration Form

Please use this form to register your accommodation with the Henderson County Finance Department. We will use the information provided to set up an account to record tax payments made on behalf of your accommodation.

Owners/Managers of accommodations, including hotels, motels, bed and breakfasts, rooms, cabins, resorts and cottages are required to collect occupancy tax of five percent (5%) per room per room night and file monthly reports with the tax collected. The form to be used when filing tax with the Henderson County Finance Department can be downloaded from [www.hendersoncountync.org/finance](http://www.hendersoncountync.org/finance) under "Forms" tab.

This tax does not apply if dwellings are rented for less than 15 days in a calendar year or to the same person for a period of 90 or more continuous days.

**Accommodation/Business Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Please advise the Henderson County Finance Department and the Tourism Development Authority (TDA) of any changes in ownership, contact information, etc. at the time any changes are to be made.***

Return completed registration to:	Questions, Marketing & Literature Displays:
Henderson County Finance Department 113 North Main Street Hendersonville, NC 28792 828-697-4821	Tourism Development Authority of Henderson County 201 South Main Street Hendersonville, NC 28792 828-693-9708
<a href="mailto:hccoccupancy@hendersoncountync.gov">hccoccupancy@hendersoncountync.gov</a>	

For Finance Office Use:	
Accommodation ID	

*A monthly Occupancy Tax Report filed with the Henderson County Finance Officer is not a public record as defined by G.S. 132-1.2 and may not be disclosed except as required by law.*