

ONONDAGA COUNTY DEPARTMENT OF FINANCE

Occupancy Tax

Customer Portal Guide

How to register your short-term rental, file quarterly returns, and remit Occupancy Tax through the online portal.

<https://portal.deckard.com/ny-onondaga-str-portal>

About the Occupancy Tax Portal

All Short-Term Rentals including hotels and motels within Onondaga County, NY are required to hold a valid Certificate of Authority and remit Occupancy Tax quarterly for nights the property is occupied by guests.

This online portal is your one-stop place to register your property, file your quarterly tax returns, and pay the tax you owe. You can manage one property or many — all from a single account.

What you can do in the portal

- Register and manage your short-term rental properties
- File quarterly tax returns (including \$0 returns for inactive quarters)
- Pay securely by ACH (e-check), credit card, or mail-in check
- Submit returns for previous months and catch up on filings

WHO USES THE PORTAL

Property Owners

Owners of one or more short-term rentals who file and pay taxes directly.

Property Managers

Companies and managers handling rentals on behalf of owners.

Co-hosts and Designees

Anyone designated to handle Occupancy Tax obligations on a property's behalf.

Key Terms to Know Before You Begin

These are terms you'll see throughout the portal. Knowing them up front will save you time when filing.

Filing Period

The reporting cycle. Onondaga County requires quarterly filings. You must file for every quarter — even if you had no bookings.

Gross Revenue

Total income received from the property for the filing period — including room rental.

Allowable Deductions

Specific amounts that may be subtracted from Gross Revenue before tax is calculated (e.g., 30 consecutive days stay and/or exempt government employees). Enter \$0 if none apply.

Zero-Dollar Filing

A required filing for any quarter with no bookings. You still must submit the form with \$0 in revenue to stay compliant and avoid penalties.

Property = Account

Inside the portal, each property is referred to as an 'Account.' When you 'Apply for New Account,' you are registering a new property.

Tax Summary

A downloadable report generated after each filing showing revenue, deductions, taxable receipts, tax due, and any penalties or interest. Keep it for your records.

What's in this Guide

1

Create Your Account & Register Your Property

Sign up, verify your email, register each rental property

2

File and Pay Your Occupancy Tax

quarterly filings, reporting revenue, payment options

3

Additional Payments & Past Filing Periods

Make catch-up payments for previous months

4

Payment Method Explained

ACH / credit card / mail-in check, with the 6-digit code

5

Frequently Asked Questions

Common issues, fixes, and what to do if something goes wrong

6

Getting Help

Contact information for Onondaga County support

SECTION 1

Create Your Account & Register Your Property

Set up your portal login and add each short-term rental you operate in Onondaga County.

SECTION 1

Step 1: Visit the Portal & Create an Account

Go to the Onondaga County, NY Certificate of Authority and Tax Portal:

1

Open <https://portal.deckard.com/ny-onondaga-str-portal> in your browser.

2

Click the "Create Account" button if this is your first time.

3

If you already have an account, use the "Login" panel on the right.

TIP

You can manage many properties from a single account — you don't need a new login for each property.

Onondaga County, NY Certificate of Authority and Tax Portal

Welcome to the Onondaga County, NY Certificate of Authority Registration and Tax Portal!

All Short-Term Rentals within Onondaga County, NY are required to hold a valid Certificate of Authority and remit taxes quarterly for nights that the property is occupied by guests.

This portal allows Certificate Holders to manage their certificates, report and remit their tax, and view their history of past remittances.

To apply for a Certificate of Authority, start by creating an account using the button below. If you already have an account, please login using the panel on the right-hand side of the page. You can use the same account to manage certificates for multiple properties.

Create Account

Account Login

To get started, please enter the email address associated with your Certificate of Authorities below.

Email Address

Login

Powered by

SECTION 1

Step 2: Enter Your Email & Verify

Your email address is your login identifier. A verification code is sent each time you sign in.

1

Enter your email address and click "Continue."

2

Check your email for a 5–7 digit verification code (allow a moment for delivery).

3

Copy & paste — or type — the code into the Verification field, then click "Submit."

NOTE

If you don't see the email, check your spam/junk folder before clicking "Resend Code."

The screenshot displays the 'Email Address' entry page of the Onondaga County, NY Certificate of Authority and Tax Portal. The page features a light blue header with the portal's name and logo. Below the header, there is a central form area with a title 'Email Address' and a paragraph of instructions: 'Let's get started by entering your email address. We will send a code to this email address to verify that this is your real email address, so please make sure that this is a valid email address, and that you have access to this email address at all times. Please choose an email address that can be used for the duration of this license. For property managers, please use a company email address (not an employee's email address) that you will have access to for your company's duration, as email addresses cannot be updated for your account at this time.' Below the instructions is a text input field labeled 'Email Address'. At the bottom of the form are two buttons: 'Continue' and 'Back'. To the right of the form, there are two buttons: 'Check Email' and 'Create Account'.

SECTION 1

Step 3: Enter the 5–7 Digit Verification Code

1

Open the verification email from the portal.

2

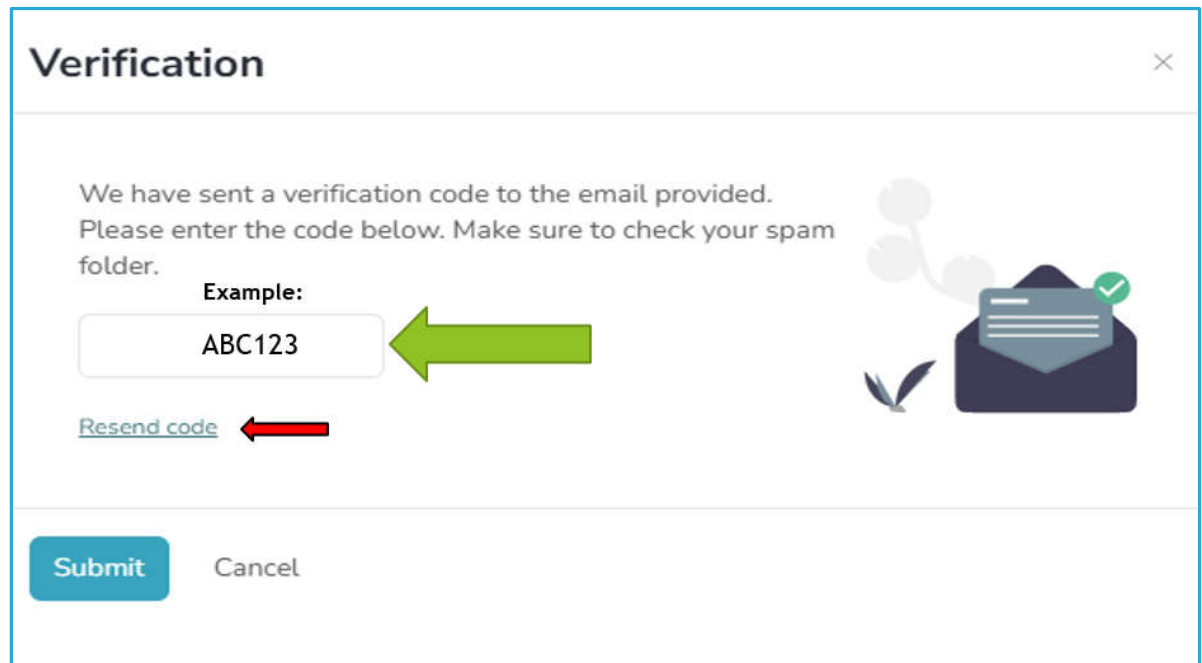
Type or paste the 5–7 digit code into the Verification field.

3

Click "Submit" to complete login.

IMPORTANT

Wait a moment for the code to arrive before clicking "Resend Code" — multiple resends can sometimes invalidate earlier codes.

A mockup of a web verification screen. At the top is a title bar with the word "Verification" and a close button (X). Below the title bar, the text reads: "We have sent a verification code to the email provided. Please enter the code below. Make sure to check your spam folder." To the right of this text is an illustration of an open envelope with a checkmark on it. Below the text, there is an input field containing the text "ABC123". A large green arrow points to this input field. Above the input field, the word "Example:" is written. Below the input field, there is a link that says "Resend code" with a red arrow pointing to it. At the bottom of the form, there are two buttons: "Submit" and "Cancel".

Verification

We have sent a verification code to the email provided. Please enter the code below. Make sure to check your spam folder.

Example:

ABC123

[Resend code](#)

Submit Cancel

SECTION 1

Step 4: Accept the Terms of Service

1

After verification, the Terms of Service / Privacy Policy will appear.

2

Read the Terms of Service.

3

Check the box to agree.

4

Click "OK" to proceed.

Terms of Service and Privacy Policy

To use this Portal, you need to agree to the Terms of Service and Privacy Policy. Please click on the links below to read them to read the Terms of Service and Privacy Policy documents.

 [Terms of Service](#)

 [Privacy Policy](#)

 ☐ I agree to the Terms of Service and Privacy Policy

SECTION 1

Step 5: Your Dashboard

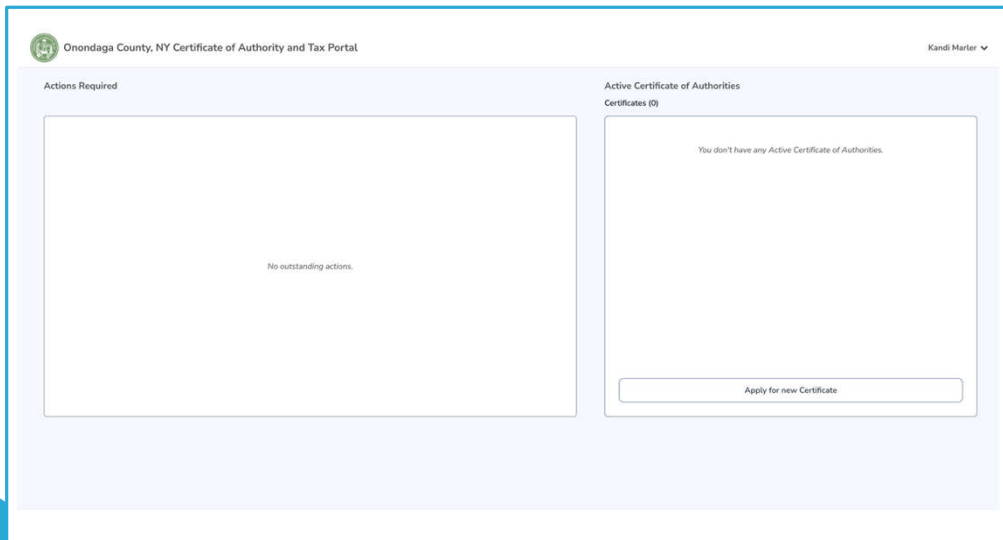
Once logged in, you'll see this dashboard. From here you'll register your properties and pay your tax.

1

Click "Apply for New Account" to begin registering a property.

TIP

Inside the portal, "Account = Property." Each property you operate is a separate Account, all under your single login.



SECTION 1

Step 6: Read the Requirements

Before you begin entering property details, the system displays the registration requirements.

1

Read through the Requirements page carefully.

2

When you're ready, click "Continue."

Requirements

1. County resources

- Official website: <https://onondaga.gov/finance/occupancy/>
- Local Law: Onondaga County ROT STR Local Law September 2025

2. Certificate of Authority

- All questions must be completed to the satisfaction of the Finance Department, otherwise a Certificate of Authority will not be issued. A rental property cannot operate without a Certificate of Authority.
- Lodging Owners/Managers – Responsible For Reading This Information Rules and Regulations: Under Authority of Local Law #4, 1976 & Amended Local Law #1, 2021 – ROT Laws

3. Filing Requirement — All Owners

All short-term rental owners are required to register and file, regardless of whether a third-party platform (such as Airbnb, Vrbo, or similar) collects and remits occupancy tax on your behalf. Platform tax remittance does not satisfy or replace the owner's obligation to register and submit required filings with this jurisdiction.

4. Penalties and Interest

1. Penalties

Failure to File: A penalty of 5% will be assessed for each month of non-filing up to a maximum of 25%.

Failure to Pay: A penalty of 5% will be assessed on the amount of tax due, but not paid.

2. Interest

Interest will be assessed at a rate of 1% per month on the unpaid balance of any taxes remaining due from the due date of the return.

3. Personal Liability

Individual proprietors, partners, and officers of a corporate operator are personally liable for the tax collected or required to be collected by such corporation under this local law, and subject to the penalties herein above imposed. Further collection actions are explained in Local Law#15, adopted March 4, 1991.

The above listed penalties, fees and interest do not include the entirety of charges and liability for a failure to comply with applicable room occupancy taxes. Please review the link above to "Room Occupancy Tax Statutes for additional details.

[Continue](#) [Back](#)

Application Requirements

- Property
- Registrant
- Property Contacts
- Property Details
- Listings
- Documents
- Confirm and Sign

SECTION 1

Step 7: Identify Your Property

You can identify your property in two ways:

- 1 Choose "**I know my Parcel ID**" if you have it ready.
- 2 Choose "**I want to type in the Property Address**" to search by address.
- 3 Click "Continue" once you've made your selection.

TIP

Don't have your Parcel ID? Look it up at <https://spatial.vhb.com/onondaga/> or simply follow the link below Parcel ID section.

The screenshot shows the 'Onondaga County, NY Certificate of Authority Application' form. The main heading is 'Property'. Below it, a text box explains: 'We need to know the Parcel Number of the property you wish to make available for Certificate of Authority. You can type in your Parcel Number directly below if you already know it, or you can find the Parcel Number by typing in the property address.' There are two radio button options: 'I know my Parcel Number' and 'I want to type in the property address'. Below these are 'Continue' and 'Back' buttons. On the right side, there is a vertical navigation menu with the following items: 'Application Requirements' (checked), 'Property' (active), 'Registrant' (X), 'Property Contacts' (X), 'Property Details' (X), 'Listings' (X), 'Documents' (X), and 'Confirm and Sign' (X).

SECTION 1

Onondaga County Tax ID Format

1

If you do not know your SWIS Code and Printkey, use the County Map <https://spatial.vhb.com/onondaga/> to search for your property. Combine your 6-digit SWIS Code and Printkey directly with no spaces — e.g., SWIS 123456 + Tax ID 123.-45-67.8 becomes 123456123.-45-67.8.

2

If the system doesn't accept it, try searching your address instead.

The screenshot shows the 'Onondaga County, NY Certificate of Authority Application' form. The 'Property' section is active, showing a text input field for the 'Parcel Number'. Below the input field, there are two radio buttons: 'I know my Parcel Number' (selected) and 'I want to type in the property address'. Below the radio buttons, there is a section titled 'Parcel Number' with a link to 'Lookup Parcel Number on Onondaga County Website'. Below this link, there is a note: 'To search for a property, use the Swis Code + Printkey. Example: SWIS 123456 and Tax ID 123.-45-67.8 should be entered as 123456123.-45-67.8'. At the bottom of the 'Property' section, there are 'Continue' and 'Back' buttons. On the right side of the form, there is a vertical navigation menu with buttons for 'Application Requirements', 'Property', 'Registrant', 'Property Contacts', 'Property Details', 'Listings', 'Documents', and 'Confirm and Sign'. The 'Property' button is highlighted with a blue background and a white arrow icon.

SECTION 1

Or Search by Property Address

If you chose "I want to type in the Property Address":

1

Type the address — make sure the matched address in the gray box is correct.

2

Under "Unit Number," enter the unit number — **especially important if multiple units share the same Parcel ID.**

3

When everything is correct, click "Continue."

The screenshot displays the 'Onondaga County, NY Certificate of Authority Application' form. The 'Property' section is active, showing two radio button options: 'I know my Parcel Number' (unselected) and 'I want to type in the property address' (selected). Below these options, there is a text input field for 'Address of the rental property' containing '123 Mather St Syracuse NY 13203'. A gray box below this field shows the 'Selected property' details: '123 Mather St Syracuse NY 13203' and 'Parcel Number: 311500029-15-21.0'. There is also an input field for 'Unit Number (optional)'. At the bottom of the form are 'Continue' and 'Back' buttons. On the right side, a vertical sidebar menu contains several items: 'Application Requirements' (checked), 'Property' (active), 'Registrant' (disabled), 'Property Contacts' (disabled), 'Property Details' (disabled), 'Listings' (disabled), 'Documents' (disabled), and 'Confirm and Sign' (disabled).

SECTION 1

Step 8: Registrant Information

Tell us who you are in relation to the property.

- 1 Indicate whether you are the **Property Owner** or **Property Manager**
- 2 If there are **multiple owners**, click "**Add Additional Owner**" to include their information.
- 3 If you are the **Property Manager**, select that option and enter the required details.
- 4 Click "**Continue**" to proceed.

The screenshot shows the 'Registrant Details' form within the 'Onondaga County, NY Certificate of Authority Application' portal. The form asks, 'Are you the owner of the rental property?' with two radio button options: 'Yes, I'm the owner' (selected) and 'No, I am a property manager'. Below these options is a button labeled 'Add additional owner'. At the bottom of the form are 'Continue' and 'Back' buttons. To the right of the form is a vertical navigation menu with the following items: 'Application Requirements' (checked), 'Property' (checked), 'Registrant' (active, indicated by a double arrow), 'Property Contacts' (marked with an X), 'Property Details' (marked with an X), 'Listings' (marked with an X), 'Documents' (marked with an X), and 'Confirm and Sign' (marked with an X).

SECTION 1

Step 9: Property Contacts

Answer the management and emergency contact questions.

1

Is the property self-managed or managed by a property manager? Select the right option.

2

Is there a 24-hour contact available? Indicate "myself" or "someone else."

3

Click "Continue" to proceed.

The screenshot shows the 'Onondaga County, NY Certificate of Authority Application' form. The 'Property Contacts' section is active. It includes a definition for 'Property Management Company' and asks 'Are you using a Property Manager for this property?'. The 'Self Managed' option is selected. Below this, it asks 'Who is the local contact for this property?' and the 'Myself (the Owner)' option is selected. A 'Continue' button is visible at the bottom of the form. On the right side, a vertical navigation menu shows the progress of the application, with 'Property Contacts' highlighted as the current step.

Onondaga County, NY Certificate of Authority Application

Property Contacts

Property Management Company
Professional property management means a licensed firm charged with operating a real estate property for a fee. Self Managed means an individual maintains the STR, such as a private property owner.

Are you using a Property Manager for this property?

☒ Self Managed
☐ Yes, I'm using a Property Manager

Local Contact
A local contact is a person available 24/7 who can be at the property within one hour.

Who is the local contact for this property?

☒ Myself (the Owner)
☐ Someone else

[Continue](#) [Back](#)

Application Requirements
Property
Registrant
Property Contacts
Property Details
Listings
Documents
Confirm and Sign

SECTION 1

If Managed by a Property Manager

Selecting "Property Manager" reveals additional fields you'll need to complete.

1

Enter the Property Manager's first and last name.

2

Enter the Company name (if applicable).

3

Enter the Email and Phone Number for the Property Manager.

4

Enter the Property Manager's mailing address.

NOTE

These fields only appear if you selected Property Manager in the previous step.

The screenshot shows the 'Onondaga County, NY Certificate of Authority Application' form. The 'Property Contacts' section is active, showing options for 'Property Management Company' and 'Are you using a Property Manager for this property?'. The 'Yes, I'm using a Property Manager' option is selected. Below this, there are fields for 'Property Manager Information' including 'First Name *', 'Last Name *', 'Company Name', 'Email Address *', 'Phone Number *', and 'Mailing Address *'. A checkbox for 'Same as property address' is also present. On the right side of the form, there is a vertical navigation menu with buttons for 'Application Requirements', 'Property', 'Registrant', 'Property Contacts' (which is highlighted), 'Property Details', 'Listings', 'Documents', and 'Confirm and Sign'.

SECTION 1

Step 10: Property Details

Enter the required state and unit information for your rental.

1 Enter your Federal Tax ID Number (EIN)

2 Type of Establishment

3 Date started doing business in Onondaga County

4 Deed holder 1 & 2 if different than the owner

5 Principal Officer 1 & 2 if different than the owner

6 Accounting/Controller – Accounts Payable

7 Responsible Party for Tax Return

Property Details

All fields must be completed before proceeding.

FEDERAL TAX ID NUMBER *

Type of Establishment *

DATE STARTED BUSINESS IN ONONDAGA COUNTY *

Deed Holder 1 *

Deed Holder 2 *

Principal/Officer 1 *

Principal/Officer 2 *

Accounting/Controller *
(Accounts Payable)

Responsible Party *
(Tax return filer)

Application Requirements

Property

Registrant

Property Contacts

Property Details

Listings

Documents

Confirm and Sign

SECTION 1

Step 11: Add Listings (Optional)

*Listings are where your property is advertised — Airbnb, VRBO, etc.
This step is optional.*

- 1 If you don't want to add listings, just click "Continue" to move forward.
- 2 If you do want to report listings, click "Add Listing" and enter the listing details.
- 3 Repeat for each additional listing, then click "Continue."

The screenshot shows the 'Onondaga County, NY Certificate of Authority Application' form. The 'Listings' section is highlighted. It contains a text input field with the placeholder text 'Please include links to where your short-term rental is advertised online. This is optional.' Below the input field is a button labeled '+ Add listing'. At the bottom of the section are 'Continue' and 'Back' buttons. On the right side of the form, there is a vertical list of steps: 'Application Requirements', 'Property', 'Registrant', 'Property Contacts', 'Property Details', 'Listings' (which is currently selected and highlighted in blue), 'Documents', and 'Confirm and Sign'.

SECTION 1

Step 12: Upload documents for verification

Your application requires the below documents to be uploaded.

1

Upload Proof of Insurance documentation.

The screenshot shows the 'Document Upload' section of the 'Onondaga County, NY Certificate of Authority Application' portal. The main content area contains instructions: 'Your application requires the below documents to be uploaded.' and 'Supported formats: .jpg, .jpeg, .png, .pdf, .heic; Minimum file size: 15 KB; Maximum file size: 4 MB; Maximum number of files per document type: 20.' Below this, under the heading 'Proof of Insurance', there is a 'Select files...' button. At the bottom of the main area are 'Continue' and 'Back' buttons. On the right side, there is a vertical list of application steps, each in a blue button with a checkmark icon: 'Application Requirements', 'Property', 'Registrant', 'Property Contacts', 'Property Details', 'Listings', 'Documents' (which is highlighted with a double arrow icon), and 'Confirm and Sign' (which has an 'X' icon).

SECTION 1

Step 12: Confirm & Sign

Final review before submitting your property registration.

1

Verify all information on the Confirmation tab is correct.

2

Check each certification box (see next slide).

3

Sign by typing your name in the signature field.

4

Click "Continue" to submit.

Confirm and Sign

Please confirm the following information and sign below.

Property Address
123 Mather St Syracuse NY 13203

Parcel Number
51-140-00000-0000

Certificate Holder
Same as property manager.

Property Manager
Same as owner #1.

Owners

Owner #1

First Name
John

Last Name
Doe

Company Name
ABC Corp

Phone Number
315-123-4567

Email
john.doe@abc.com

Mailing Address
321 Main St

Local Contact
Same as property manager.

Verification Documents

Proof of Insurance
image001 (3).png

Supplemental Questions

Certifications

- Application Requirements
- Property
- Registrant
- Property Contacts
- Property Details
- Listings
- Documents
- Confirm and Sign

SECTION 1

Step 12a: Confirm & Sign

Final review before submitting your property registration.

1

Verify all information on the Confirmation tab is correct.

2

Check each certification box.

3

Sign by typing your name in the signature field.

4

Click "Continue" to submit.

Supplemental Questions

Certifications

☒ The party who has completed and executed this Certificate of Registration hereby represents, warrants, and covenants that the information provided herein is true, accurate, and complete.
You must agree to the terms to continue

Electronic Signature

Legal Name of Authorized Signatory

Kandi Marler

Date

07/15/2026

Enter your legal name to sign

Continue Back

SECTION 1

Step 13: Property Confirmation

You'll see a submission page with your property's confirmation number.

1

Note your property confirmation number — this confirms your registration was received.

2

Review the details on screen.

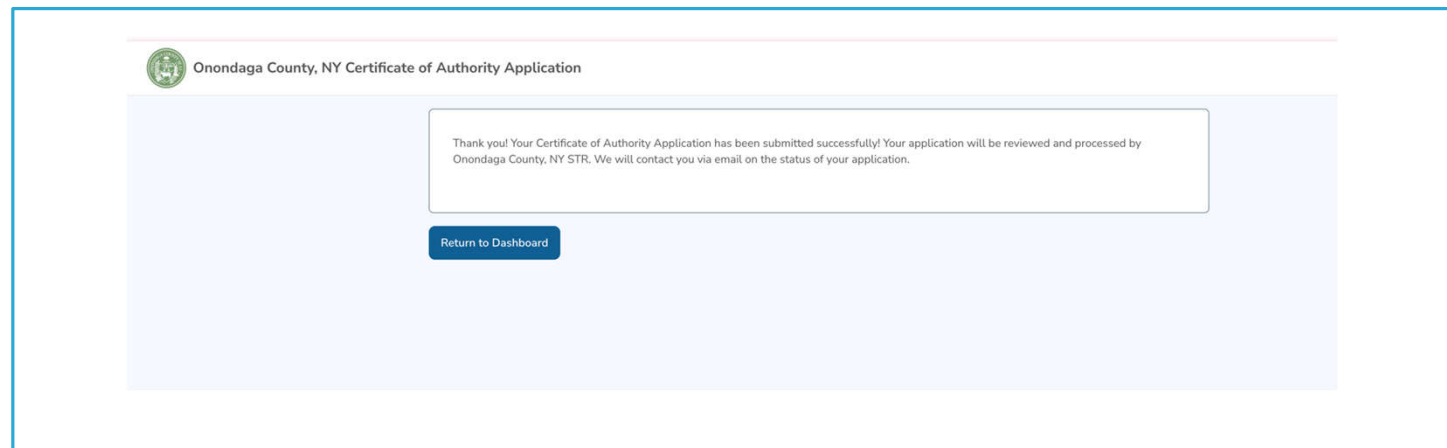
3

Click "Return to Dashboard" when ready.

IMPORTANT

This is your registration confirmation. Your application will be reviewed and approved by the County.

You will receive a confirmation email in your inbox.



SECTION 1

Have More Properties? Register Each One

Before paying tax, register every property you operate.

1

From the dashboard, click "Apply for New Account" again to register the next property.

2

Repeat the registration process for each unique property.

NOTE

If **multiple units share a Parcel ID**, they're handled with **Unit Numbers under one parcel** — see Step 8 in this section.

The screenshot shows the Onondaga County, NY Certificate of Authority and Tax Portal dashboard. The page has a header with the portal name and a user profile 'Kandi Marler'. The main content area is divided into two sections. The left section, titled 'Actions Required', contains a large empty box with the text 'No outstanding actions.' at the bottom. The right section, titled 'Active Certificate of Authorities Certificate (1)', displays a table with one row of data: '123 Mather St Syracuse Ny 13203' with a 'Submitted' status and a 'View' button. Below the table is a 'Pay Tax' button. At the bottom of the right section are two buttons: 'Apply for new Certificate' and 'See all Certificates'.

SECTION 2

File and Pay Your Occupancy Tax

Report your quarterly revenue and remit the tax due.

SECTION 2

Step 1: Start a Tax Filing

All your registered properties are now visible on the dashboard.

1

From the dashboard, click the "Pay Tax" button (located in the middle and right side of the screen).

NOTE

Onondaga County only accepts quarterly filings. You must file every quarter, even if there were no bookings (a \$0 filing).

This includes if AirBnb, VRBO or any other platform is collecting occupancy tax on your behalf, each quarter return must be completed.

The screenshot shows the Onondaga County, NY Certificate of Authority and Tax Portal dashboard. The header includes the Onondaga County logo, the portal name, and the user name 'Kandi Marler'. The dashboard is divided into two main sections: 'Actions Required' and 'Active Certificate of Authorities'. The 'Actions Required' section on the left shows 'No outstanding actions.' The 'Active Certificate of Authorities' section on the right shows a table with one certificate entry: '123 Mather St Syracuse Ny 13203' with ID 'A-000012' and status 'Submitted'. A 'View' button is next to the entry. Below the table, there is a 'Pay Tax' button, an 'Apply for new Certificate' button, and a 'See all Certificates' button. A 'See All' link is also present at the top right of the certificate list.

SECTION 2

Step 2: Select Properties for Tax Reporting

Choose every property you need to file for in this filing period.

1

Check the box next to each property you're filing for.

2

The page shows the current quarter being filed.

3

Need to file for a previous quarter? Click "Additional Periods" — see Section 3.

4

When ready, click "Continue."

IMPORTANT

Late payments for previous months will incur a Penalty Fee. File as soon as possible.

Onondaga County, NY Pay Tax

Kandi Marler

Select Properties for Tax Reporting

Your properties that are registered for tax reporting and remittance in the selected period are listed below. Please select the properties for which you wish to report at this time.

Apr-Jun 2026

☐	Address	Certificate Number	Tax Reporting This Period	Owner's Name
☐	12 Juniper Ln Liverpool Ny 13090	20260004	Complete	Kandi Marler

[Add Additional Periods](#) ☒ Hide Inactive Certificates

[Continue](#) [Back](#)

[Select Properties](#)
[Report Revenue](#)
[Confirm and Sign](#)
[Payment](#)

SECTION 2

Step 4: Report Your Revenue

All fields with arrows must be completed for each property.

1

Property Occupancy: number of days listed/advertised AND days actually rented this quarter.

2

All Platforms: Gross Revenue collected by those platforms and/or off platform bookings (direct payment from renter to owner) (\$0 if none).

3

Allowable Deductions for platform revenue (\$0 if none).

This includes 30 consecutive night stay or an exempt organization. Please refer to the Onondaga County Local Law for the definitions.

TIP

Gross Revenue includes room rental.

12 JUNIPER LN LIVERPOOL NY 13090

Reporting Incomplete ^

Property Occupancy	No. Days Available	No. Days Occupied

Airbnb (if not part of Professional Host Program)

Gross Revenue	\$
Allowable Deductions ⓘ	\$
Taxable Receipts	\$ 0

VRBO

Gross Revenue	\$
Allowable Deductions ⓘ	\$
Taxable Receipts	\$ 0

All Other Platforms (including Airbnb if part of the Professional Host Program)

Gross Revenue	\$
Allowable Deductions ⓘ	\$
Taxable Receipts	\$ 0

SECTION 2

Example: A Completed Revenue Report

This is what a fully completed Revenue Report should look like before you continue. Every field has data, no field is blank.

- 1 Confirm Property Occupancy days are filled in.
- 2 Confirm Gross Revenue is entered for all Platforms AND All Other sources.
- 3 Confirm Allowable Deductions are entered (\$0 if none).

NOTE

Revenue reported for Airbnb and VRBO does not calculate any taxes due. This is only for revenue reporting only.

The "All Other Platforms" is for revenue to be reported that was generated off platform or received via direct booking. Taxes will be calculated based on this revenue.

12 JUNIPER LN LIVERPOOL NY 13090 Reporting Complete

Property Occupancy	No. Days Available	No. Days Occupied
	90	60

Airbnb (if not part of Professional Host Program)

Gross Revenue	\$	5000
Allowable Deductions ⓘ	\$	0
Taxable Receipts	\$	5000

VRBO

Gross Revenue	\$	2000
Allowable Deductions ⓘ	\$	0
Taxable Receipts	\$	2000

All Other Platforms (including Airbnb if part of the Professional Host Program)

Gross Revenue	\$	2000
Allowable Deductions ⓘ	\$	0
Taxable Receipts	\$	2000

SECTION 2

Step 5: Confirm Payment Amount & Sign

The system calculates your tax due automatically — review carefully.

1

Double-check your payment amount under "Tax Summary."

2

Use the drop-down to verify selected tax periods and properties.

3

Review and confirm all certifications.

4

Sign by typing your name, then click "Continue."

NOTE

If your filing results in \$0 owed (e.g., zero-revenue quarter), the system will return you to the dashboard — no payment screen appears.

Please confirm the following information and sign below

Tax Summary

All Periods

All Licenses

Apr-Jun 2026 Tax due

12 Juniper Ln Liverpool Ny 13090

\$140.00 ^

Summary

Tax Due for Airbnb (if not part of Professional Host Program)	\$0.00
Tax Due for VRBO	\$0.00
Tax Due for All Other Platforms (including Airbnb if part of the Professional Host Program)	\$140.00
Total Due for Apr-Jun 2026	\$140.00

Airbnb (if not part of Professional Host Program)

Total Revenue including all fees	\$5,000.00
Allowable Deductions ⓘ	\$0.00
Taxable Receipts	\$5,000.00
AirBnB	\$0.00
AirBnB Tax	\$0.00
Late Penalties	\$0.00
Interest	\$0.00
Total for Airbnb (if not part of Professional Host Program)	\$0.00

VRBO

Total Revenue including all fees	\$2,000.00
Allowable Deductions ⓘ	\$0.00

SECTION 2

Step 6: Choose Your Payment Method

Only one payment option is available:

1

Credit Card / ACH (Electronic Check)

2

Check — **paper check sent through the mail.**

The screenshot displays the 'Onondaga County, NY Pay Tax' web interface. The main heading is 'Pay Tax'. On the left, a list of charges is shown: 'Total Amount Due \$140.00', 'Room Occupancy Tax \$140.00', 'AirBnB \$0.00', 'VRBO \$0.00', 'Penalties \$0.00', and 'Interest \$0.00'. A 'Back' button is located below this list. In the center, the 'Payment Method' section offers two options: 'Credit Card / ACH' (selected) and 'Paper Check'. Below these options, a message states: 'The button below will take you to our third-party payment system to make your payment.' A large blue button labeled 'Pay \$140.00' is positioned below the message. On the right side of the interface, a vertical stack of four buttons is visible: 'Select Properties', 'Report Revenue', 'Confirm and Sign', and 'Payment'.

SECTION 2

If Paying by Mail-In Check

When you choose Mail-In Check, a confirmation pop-up gives you everything you need.

- 1 Note your Confirmation Code — you **MUST** write this on the memo line of your check.
- 2 Follow the on-screen instructions for preparing and mailing the check.
- 3 Click "Return to Dashboard" when finished.

IMPORTANT

Without the Confirmation Code on the memo line, your check cannot be matched to your account. Always write it on the memo line.

The screenshot shows a confirmation pop-up window titled "Onondaga County, NY Pay Tax". Inside the window, the "Confirmation Number:" is "FIGCIP". Below this, there are four bullet points: "Please make the check out to Onondaga County.", "Your unique code is FIGCIP - please ensure this is written on the front of your check.", "Please ensure the exact amount of \$140.00 is written in the check.", and "Please mail all checks to 421 Montgomery Street, 15th Floor, Syracuse, NY 13202 - Onondaga County Department of Finance." Below the bullet points, there is a line of text: "Application is not complete until payment is received." At the bottom of the pop-up, there is a button labeled "Return to Dashboard".

SECTION 3

Additional Payments & Past Filing Periods

Catch up on previous months or file multiple periods at once.

SECTION 3

Step 1: Start from "Pay Tax"

Past-period filings begin the same way as a regular filing.

1

From your dashboard, click the "Pay Tax" button to begin.

NOTE

Late filings will have penalty/interest applied automatically by the system, where applicable.

The screenshot shows the Onondaga County, NY Certificate of Authority and Tax Portal dashboard. The header includes the county seal and name, and the user's name, Kandi Marler. The dashboard is divided into two main sections. The left section, titled "Actions Required", contains a large box with the text "No outstanding actions." The right section, titled "Active Certificate of Authorities", shows a list of certificates. One certificate is displayed with the address "123 Mather St Syracuse Ny 13203" and the ID "A-000012", marked as "Submitted". A "View" button is next to it. At the bottom of the right section, there are three buttons: "Pay Tax" (highlighted in blue), "Apply for new Certificate", and "See all Certificates".

SECTION 3

Step 2: Select Properties & Add Periods

After choosing your properties, you'll add the past tax period.

1

Check the property/properties you're filing for.

2

Click "Add Additional Periods."

The screenshot shows the 'Onondaga County, NY Pay Tax' interface. The user is logged in as 'Kandi Marler'. The main heading is 'Select Properties for Tax Reporting'. Below this, a message states: 'Your properties that are registered for tax reporting and remittance in the selected period are listed below. Please select the properties for which you wish to report at this time.' The selected period is 'Apr-Jun 2026'. A table lists the properties:

☐	Address	Certificate Number	Tax Reporting This Period	Owner's Name
☐	12 Juniper Ln Liverpool Ny 13090	20260004	Complete	Kandi Marler

Below the table, there are two buttons: 'Add Additional Periods' and 'Hide Inactive Certificates' (which is checked). At the bottom, there are 'Continue' and 'Back' buttons. On the right side, there is a vertical flow of buttons: 'Select Properties' (with a right arrow), 'Report Revenue' (with an X), 'Confirm and Sign' (with an X), and 'Payment' (with an X).

SECTION 3

Step 3: Choose Year and quarter(s)

Select every previous period you need to file for.

1

Choose the required year.

2

Check the quarter(s) you need to file.

3

Click "Add Periods."

The screenshot shows a modal window titled "Report Additional Tax" with a close button (X) in the top right corner. Below the title, there is a text prompt: "Select the periods for which you wish to report tax, including reporting \$0.00 receipts." Underneath this prompt, there are four year options: "2026", "2025", "2024", and "2023". The "2026" option is currently selected and underlined. Below the year options, there are two checkboxes for quarters: "Jan-Mar 2026" (which is unchecked) and "Apr-Jun 2026" (which is checked with a blue checkmark). At the bottom of the modal, there are two buttons: "Add Periods" (a dark blue button) and "Close" (a text link).

SECTION 3

Step 4: Verify Periods & Continue

Confirm the additional months are listed correctly.

1

Review the list of periods you've added.

2

When everything looks right, click "Continue."

Onondaga County, NY Pay Tax

Select Properties for Tax Reporting

Your properties that are registered for tax reporting and remittance in the selected period are listed below. Please select the properties for which you wish to report at this time.

Apr-Jun 2026

☐	Address	Certificate Number	Tax Reporting This Period	Owner's Name
☐	12 Juniper Ln Liverpool Ny 13090	20260004	Complete	Kandi Marler

Jan-Mar 2026

☐	Address	Certificate Number	Tax Reporting This Period	Owner's Name
☐	12 Juniper Ln Liverpool Ny 13090	20260004	Incomplete	Kandi Marler

☒ Hide Inactive Certificates

SECTION 3

Step 5: Report Revenue for Each Period

You'll complete the same Revenue Report you saw in Section 2 — once per period.

1

Click the "Reporting Incomplete" drop-down for each period.

2

Complete Property Occupancy and Revenue for each period (see Section 2 for details).

3

All required fields must be completed before you can proceed.

TIP

If a previous quarter had no bookings, enter \$0 for revenue. **Zero-dollar filings are required** to keep the property compliant.

Report Revenue

For the current and previous quarters, please report the taxable receipts
Taxable receipts are defined as the consideration paid by the occupant of any rental where the cost of occupancy is at the rate of \$2 or more per day. Taxable Receipts INCLUDE, but are not limited to, non-refundable charges such as nightly or weekly rents for a period of 30 days or less, standard cleaning fees, pet fees, internet charges, late check-out fees, extra person fees, and resort fees. Taxable receipts EXCLUDE refundable deposits and any additional items included in a special package rate, such as recreational activities.

Collection Agreement Notice
Onondaga County, NY has signed collection agreements with Airbnb and Vrbo.

By default, Airbnb will remit ROT directly for all rentals facilitated through their platform. Some hosts have opted out of this process or are part of the Professional Host program, meaning that they must remit their own ROT to Onondaga County, NY directly. Airbnb does not remit other taxes directly.

Vrbo will remit ROT directly for all rentals facilitated through their platform.

Please ensure that you follow the directions and report your income by platform below, splitting it into three separate groupings:

- VRBO
- Airbnb (if not part of Professional Host Program)
- All Other Platforms

Apr-Jun 2026

12 JUNIPER LN LIVERPOOL NY 13090

Reporting Incomplete ▾

Jan-Mar 2026

12 JUNIPER LN LIVERPOOL NY 13090

Reporting Incomplete ▾

[Continue](#) [Back](#)

SECTION 3

Step 6: Confirm, Sign, and Pay

Final review and payment work the same as Section 2.

1

Confirm the total payment amount across all periods.

2

Review and confirm all certifications.

3

Sign by typing your name.

4

Click "Continue" to finalize and proceed to payment.

Confirm and Sign

Please confirm the following information and sign below

Tax Summary

All Periods

All Licenses

Apr-Jun 2026

Tax due

12 Juniper Ln Liverpool Ny 13090

\$350.00

Total due Apr-Jun 2026

\$350.00

Jan-Mar 2026

Tax due

12 Juniper Ln Liverpool Ny 13090

\$409.50

Total due Jan-Mar 2026

\$409.50

Total Payment Due

\$759.50

Certifications

☐ I hereby certify that this report (including any schedules) is, to the best of my knowledge and belief, a true and complete report.

SECTION 5

Payment Method Explained

Understand the accepted payment method and how to use it.

SECTION 5

ACH (E-Check) vs. Credit Card vs. Mail-In Check

ACH / E-Check

Recommended for most filers

Benefits

- Funds transfer directly from your bank account
- Fast — payment processed quickly
- No mailing or trips to the post office

WHAT YOU'LL NEED

Bank routing number and account number

Credit / Debit Card

Convenient for occasional filers

Benefits

- Quick to enter — no banking info needed
- Receipt sent immediately

WHAT YOU'LL NEED

Card number, expiration, CVV, billing ZIP

Check (PAPER)

Available, but slower

Benefits

- No electronic banking required
- Physical receipt for your records

Things to Note

- Slower — must allow time for mail
- Requires a 6-digit code on the memo line
- Check must be postmarked by the 20th following the end of quarter to avoid penalties.

WHAT YOU'LL NEED

Pen, paper check, stamp, mailing address

IMPORTANT

Mailing a check? The portal generates a 6-digit Confirmation Code when you choose mail-in check. WRITE THIS CODE ON THE MEMO LINE. Without it, your check cannot be matched to your account.

SECTION 6

Frequently Asked Questions

Quick answers to the most common questions about the portal.

FAQ — Filings, Edits, and Payments

Q Do I need to file if I had no bookings this quarter?

Yes. Onondaga County requires a filing every quarter, even when there is no revenue. Submit a \$0 filing (a "Zero-Dollar Filing") to stay compliant and avoid penalty notices. Filings are required even if facilities are using AirBNB and VRBO.

Q I made a mistake on a filing I already submitted. Can I edit it?

Submitted and paid filings cannot be edited by the user — this protects audit integrity. Contact the Onondaga County Department of Finance for assistance.

Q Can I pay for multiple properties at once?

Yes. Add multiple properties to a single filing on the "Select Properties" screen, then check out with one payment.

FAQ - Continued

Q

The payment window won't open when I click pay. What's wrong?

This is almost always caused by a Pop-up Blocker. In Chrome, Safari, or Edge, allow pop-ups for portal.deckard.com and try again. Make sure your browser is up to date.

Q

I'm paying by Mail-In Check — what do I need to know?

When you choose Mail-In Check, the portal generates a unique 6-digit Confirmation Code. WRITE THIS CODE ON THE MEMO LINE of your check. Without it, your check cannot be applied to the correct account. Checks must be postmarked by the 20th following the end of the quarter to avoid penalties.

Q

How will I know when it is time to renew my certificate or file my taxes?

You will receive automated email reminders when its time to renew your certificate and file your quarterly taxes. You will need to make sure this is not going to your junk or spam folder.

Q

Can I save my application and finish it later?

No — the registration must be completed in a single session for security purposes. There is no save-and-return feature.

Download Your Tax Summary for Records

After every successful filing, you can download a Tax Summary PDF for your records. This report supports reconciliation and compliance documentation — keep one for every filing.

Your Tax Summary includes:

- | | | | |
|--|---|---|---|
|  | Revenue by Platform
How much revenue came from Airbnb / VRBO and from your direct bookings. |  | Allowable Deductions
Any qualifying deductions applied against Gross Revenue. |
|  | Taxable Receipts
Gross Revenue minus deductions — the figure tax is calculated on. |  | Tax Payable
The Occupancy Tax due for the filing period. |
|  | Penalties & Interest
Any penalty/interest applied for late filing. |  | Total Amount Due
The complete amount paid for this filing. |

TIP

Save your Tax Summary every quarter. It's the easiest way to reconcile your Occupancy Tax records, support an audit, and share with your accountant at tax time.

NEED HELP?

Getting Additional Assistance

If you have questions, encounter issues, or need a manual adjustment to a previously submitted filing, the Onondaga County Department of Finance is here to help.

CALL US

315-435-2043

Onondaga County Department of Finance

EMAIL US

ROTSUPPORT@onondaga.gov

Onondaga County Department of Finance

<https://portal.deckard.com/ny-onondaga-str-portal>