

ESSEX COUNTY TREASURER'S OFFICE

Occupancy Tax

Customer Portal Guide

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

portal.deckard.com/ny-Essex-str-portal

About the Occupancy Tax Portal

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

This online portal is your one-stop place to register your property, file your monthly 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 monthly tax returns (including \$0 returns for inactive months)
- 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. Use Bulk Upload to file many properties at once.

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. Essex County requires MONTHLY filings. You must file for every month — even if you had no bookings.

Gross Revenue

Total income received from the property for the filing period — including room rental, cleaning fees, pet fees, and any other taxable amounts.

Allowable Deductions

Specific amounts that may be subtracted from Gross Revenue before tax is calculated (e.g., qualifying long stays). Enter \$0 if none apply.

Zero-Dollar Filing

A required filing for any month 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

Monthly filings, reporting revenue, payment options

3

Additional Payments & Past Filing Periods

Make catch-up payments for previous months

4

Payment Methods 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 Essex County support

SECTION 1

Create Your Account & Register Your Property

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

Step 1: Visit the Portal & Create an Account

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

1

Open <https://portal.deckard.com/ny-Essex-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.

Essex County, NY Certificate of Occupancy and Tax Portal

Welcome to the Essex County, NY Certificate of Occupancy Registration and Tax Portal!

All Short-Term Rentals within Essex County, NY are required to hold a valid Certificate of Occupancy and remit taxes monthly 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 Occupancy, 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 Occupancies below.

Email Address

Login

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."

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.

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



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

Step 5: Your Dashboard

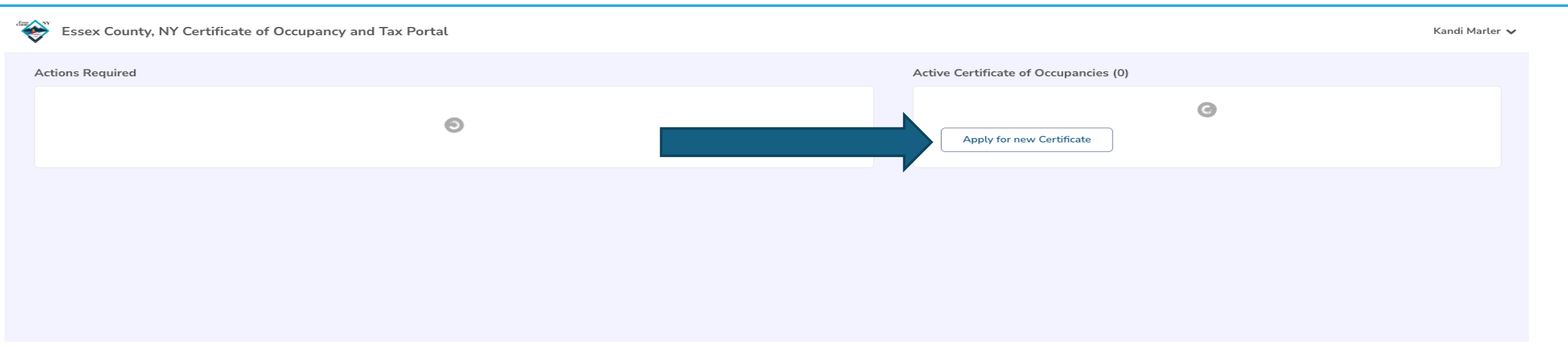
Once logged in, you'll see this dashboard. From here you'll register your properties and pay your tax.

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.



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."

Essex County, NY Certificate of Occupancy Application

Requirements

1. Application Requirements Checklist
Treasurer's Website: [Essex County Treasurer - Occupancy Information](#)
Application Requirements Checklist:

- 1. Ownership & Business Identity**
 - Legal Name of Owner: If the property is privately owned.
 - Business Name (DBA): If the property is operated under a business entity (LLC, Corp, etc.)
 - Type of Ownership: (Individual, Partnership, or Corporation)
- 2. Property & Location Details**
 - Physical Address: The actual location of the rental property in Essex County.
 - Mailing Address: Where the County Treasurer should send official tax correspondence.
 - Type of Establishment: (e.g., Short-Term Rental, Hotel, Motel, Bed & Breakfast, Inn, or Campground).
 - Number of Rental Units: The total number of rooms or units available for rent at that specific location.
- 3. Management & Contact Information**
 - Primary Contact Person: Name and title (Owner, Manager, etc.)
 - Contact Details: A valid phone number and a monitored email address.
 - Rental Agency Info (if applicable): If the owner uses a property management company, they will need the Agency Name, Address, and whether the agency will be the one submitting the tax payments.

CONTINUE **BACK**

Application Requirements

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

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://www.co.essex.ny.us/Treasurer/propertylookup.aspx> or simply follow the link below Parcel ID section.

The screenshot shows the 'Essex County, NY Certificate of Occupancy Application' form. The 'Property' section is active, displaying instructions: 'We need to know the Tax Map Number of the property you wish to make available for Certificate of Occupancy. You can type in your Tax Map Number directly below if you already know it, or you can find the Tax Map Number by typing in the property address.' There are two radio button options: 'I know my Tax Map Number' (selected) and 'I want to type in the property address'. Below these is a text input field with the placeholder 'Tax Map Number' and a link 'Lookup Tax Map Number on Essex County Website'. A blue arrow points to this input field. At the bottom of the form are 'CONTINUE' and 'BACK' buttons. On the right side, a vertical navigation menu shows the progress: 'Application Requirements' (checked), 'Property' (active), 'Registrant' (X), 'Property Contacts' (X), 'Property Details' (X), 'Listings' (X), and 'Confirm and Sign' (X).

Essex County Tax Map # Format

1

First, if you do not know your Tax Map Number, use the County Map View located at (<https://experience.arcgis.com/experience/2a0ed226890f4591aced5be20e3569be/>) to search for your Tax Map Number. Enter the Tax Map # exactly as you see displayed on the screen.

2

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

The screenshot shows the 'Essex County, NY Certificate of Occupancy Application' web form. The main heading is 'Property'. Below it, a message states: 'We need to know the Tax Map Number of the property you wish to make available for Certificate of Occupancy. You can type in your Tax Map Number directly below if you already know it, or you can find the Tax Map Number by typing in the property address.' There are two radio buttons: 'I know my Tax Map Number' (selected) and 'I want to type in the property address'. Under the first option, there is a 'Tax Map Number' field with the placeholder '55.84-3-23.000'. Below this is a 'Selected property' section showing '7551 COURT ST ELIZABETHTOWN NY 12932' and 'Tax Map Number: 55.84-3-23.000'. At the bottom, there is a 'Unit Number (optional)' field. On the right side, there is a vertical navigation menu with buttons: 'Application Requirements' (checked), 'Property' (active), 'Registrant', 'Property Contacts', 'Property Details', 'Listings', and 'Confirm and Sign'. At the bottom left of the form are 'CONTINUE' and 'BACK' buttons. The top right corner shows the user name 'Kandi Marler'.

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 'Essex County, NY Certificate of Occupancy Application' form. The 'Property' section is active, showing a search for the address '7551 Court St Elizabethtown NY 12932'. The 'Selected property' section highlights the search result with a red oval. The 'Unit Number (optional)' field is empty. A blue arrow points to the 'Continue' button. The right sidebar shows the application progress: 'Application Requirements' (checked), 'Property' (active), 'Registrant' (X), 'Property Contacts' (X), 'Property Details' (X), 'Listings' (X), and 'Confirm and Sign' (X).

Essex County, NY Certificate of Occupancy Application

Kandi Marler

Property

We need to know the Tax Map Number of the property you wish to make available for Certificate of Occupancy. You can type in your Tax Map Number directly below if you already know it, or you can find the Tax Map Number by typing in the property address.

☐ I know my Tax Map Number

☒ I want to type in the property address

Address of the rental property

7551 Court St Elizabethtown NY 12932

Selected property

7551 Court St Elizabethtown NY 12932
Tax Map Number: 55.84-3-23.000

Unit Number (optional)

CONTINUE BACK

Application Requirements

Property

Registrant

Property Contacts

Property Details

Listings

Confirm and Sign

Step 8: Registrant Information

Tell us who you are in relation to the property.

1 Indicate whether you are the **Property Owner, Property Manager or Tenant**.

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 'Essex County, NY Certificate of Occupancy Application' form. The main heading is 'Registrant Details'. Below it, a question asks 'Are you the owner of the rental property?'. There are three radio button options: 'Yes, I'm the owner' (selected), 'No, I'm a property manager', and 'No, I'm a tenant'. Below these options is a button labeled 'Add additional owner', which is highlighted with a blue arrow. At the bottom of the form are 'CONTINUE' and 'BACK' buttons. On the right side, there 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), and 'Confirm and Sign' (marked with an X). The user's name 'Kandi Marler' is visible in the top right corner.

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 'Essex County, NY Certificate of Occupancy Application' form. The user is logged in as 'Kandi Marler'. The form is titled 'Property Contacts'. It contains two main sections: 'Property Management Company' and 'Emergency Contact'. In the 'Property Management Company' section, the user is asked 'Are you using a Property Manager for this property?' and has selected 'Self Managed'. In the 'Emergency Contact' section, the user is asked 'Who is the emergency contact for this property?' and has selected 'Myself (the Owner)'. At the bottom of the form are 'CONTINUE' and 'BACK' buttons. On the right side of the form is a vertical navigation menu with the following items: 'Application Requirements' (checked), 'Property' (checked), 'Registrant' (checked), 'Property Contacts' (active, indicated by a double arrow), 'Property Details' (unchecked), 'Listings' (unchecked), and 'Confirm and Sign' (unchecked).

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

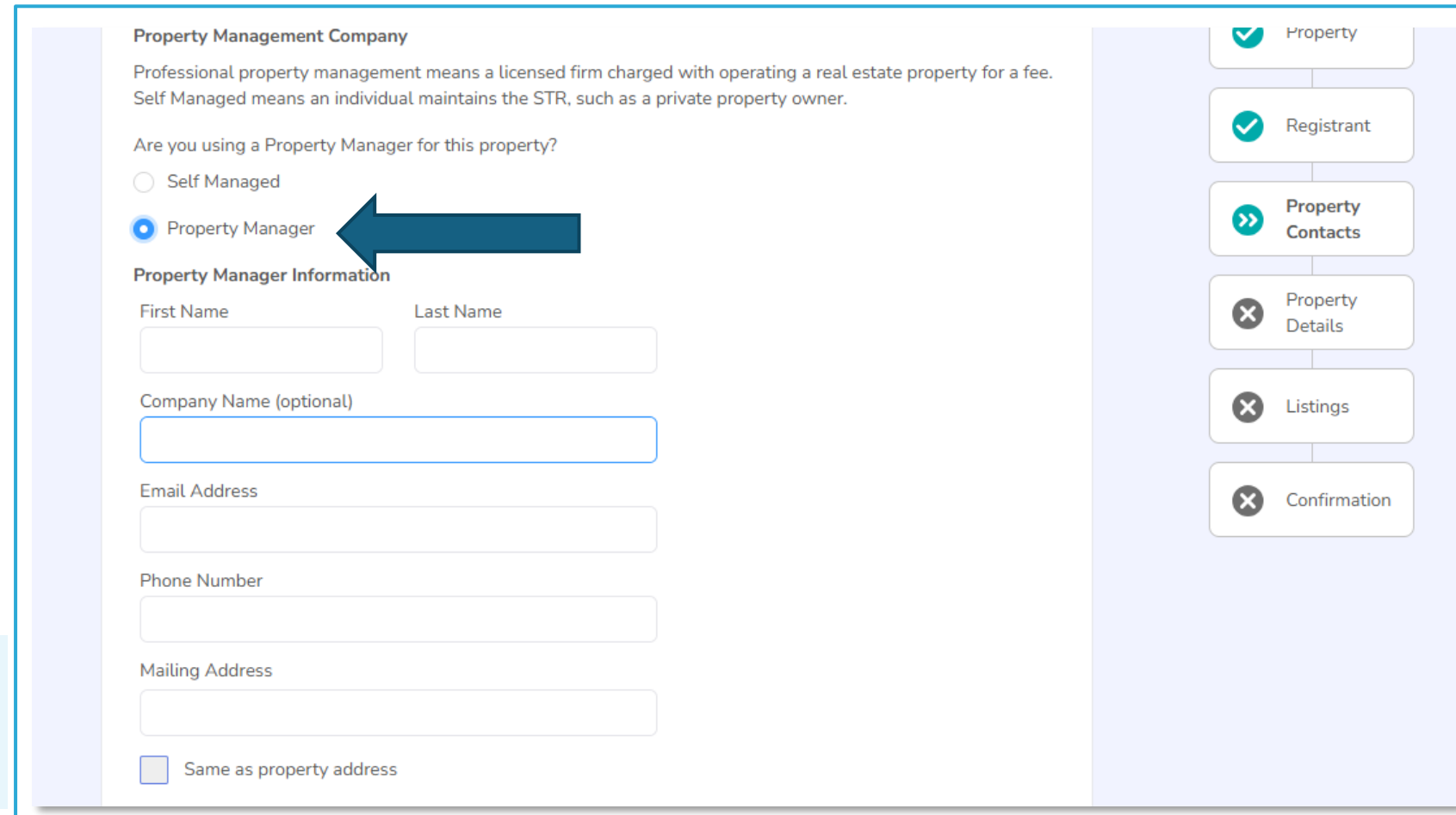
Enter the Email and Phone Number for the Property Manager.

4

Enter the Property Manager's mailing address.

NOTE

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



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

☒ Property Manager

Property Manager Information

First Name Last Name

Company Name (optional)

Email Address

Phone Number

Mailing Address

☐ Same as property address

On the right side of the form, there is a vertical list of steps with status indicators:

- Property: ☒
- Registrant: ☒
- Property Contacts: ☒
- Property Details: ☒
- Listings: ☒
- Confirmation: ☒

Step 10: Property Details

Enter the required state and unit information for your rental.

1

Select Yes/NO if you use a Rental Agency, and if so, enter the name of the Rental Agency.

2

Select if the Rental Agency is submitting ROT on your behalf

3

Select the Type of Ownership

4

Select the Type of Establishment

5

Enter number of rooms/units

6

Select if you own any other Rental Property in the County.

Property Details

All fields must be completed before proceeding.

Do you use a Rental Agency? 

☐ Yes

☐ No

Will Rental Agency be submitting your Room Occupancy Tax? 

☐ Yes

☐ No

Type of Ownership 

☐ Individual

☐ Partnership

☐ Corporation

Type of Establishment 

☐ Hotel

☐ Motel

☐ Bed & Breakfast

☐ Condominium

☐ Vacation Rental

☐ Cabin

☐ Cottage

☐ Apartment

☐ Private Home

☐ Campground

☐ Other

Number of Rooms/Units 

Do you own any other Rental Property in Essex County? 

☐ Yes

☐ No

[CONTINUE](#) [BACK](#)

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 'Essex County, NY Certificate of Occupancy Application' form. The 'Listings' section is highlighted with a light blue background. It contains a text box with the instruction: 'Please report each listing advertising your short-term rental. This is optional.' Below this is a large text input field with a close button (X) on the right. A blue arrow points to the 'Add listing' button, which is located below the input field. At the bottom of the form, there are two buttons: 'CONTINUE' and 'BACK'. A large blue arrow points to the 'CONTINUE' button.

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

7551 Court St Elizabethtown NY 12932

Tax Map Number

55.84-3-23.000

Certificate Holder

Same as property manager.

Owners

Owner #1

First Name

Kandi

Last Name

Marler

Company Name

Phone Number

3333333333

Email

[REDACTED]

Mailing Address

[REDACTED]

No documents uploaded

Property Manager

Same as owner #1.

Emergency Contact

Same as property manager.

Supplemental Questions

Do you use a Rental Agency?

No

Will Rental Agency be submitting your Room Occupancy Tax?

Yes

Type of Ownership

Individual

Type of Establishment

Vacation Rental

Number of Rooms/Units

2

Do you own any other Rental Property in Essex County?

Yes

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.

Certifications

☐ Under the penalties of perjury, I hereby certify that the statement made herein have been examined by me, and are, to the best of my knowledge and belief, true, correct, and complete.

1. Safety Requirements

You confirm that the rental unit:

- ☐ Has an **evacuation/escape plan posted**.
- ☐ Has a **working fire extinguisher**.
- ☐ Has at least **\$300,000 liability insurance** for injuries or property damage.
- ☐ **Meets all health and safety rules**.
- ☐ Is **legally allowed** to operate as a short-term rental.
- ☐ Is **not used as a single-room occupancy rental**
 - (Town of Chesterfield, Town of Schroon, Others?).

2. Follow Local Short-Term Rental Law

- ☐ You agree that you have read and will follow the Essex County Short-Term Rental Law.
- ☐ State Law
- ☐ Local Law

3. Occupancy Tax (5%)

- ☐ You must collect a **5% occupancy tax** from guests.
- ☐ The tax must be **sent to Essex County every month**:
 - If no guests stayed, a zero return should be submitted
 - Returns must be filed **within 20 days after each month ends** to avoid late penalties.

4. If You Use Airbnb / VRBO

- ☐ Platforms like Airbnb or VRBO usually collect and send the tax.
- ☐ You must **make sure they actually collected it**.
- ☐ If they don't pay it, you are still responsible.

5. If You Don't Use a Booking Platform

- ☐ You must **collect the occupancy tax yourself**.
- ☐ You must **file monthly occupancy returns** and pay the occupancy tax.

6. Record Keeping

You must keep records for **2 years**, including:

- ☐ Guest stay dates
- ☐ Number of guests
- ☐ Cost of the stay
- ☐ Sales tax and occupancy tax collected
- ☐ Your county registration records

7. Registration Validity

- ☐ Your short-term rental registration lasts **2 years**.
- ☐ After that, you must **renew it every 2 years**.

8. Display Registration Number

- ☐ Your **registration number** must appear on all listings and ads (Airbnb, VRBO, etc.) to avoid penalties.

Electronic Signature

Legal Name of Authorized Signatory

Date

CONTINUE

BACK

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.

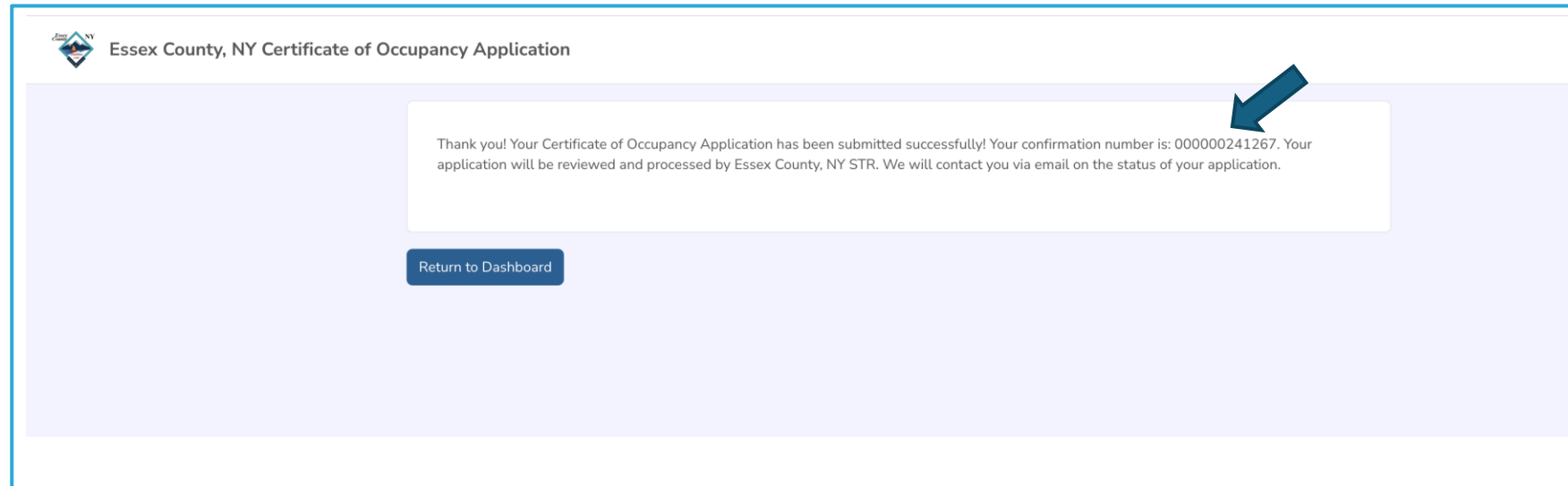
3

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.



Essex County, NY Certificate of Occupancy Application

Thank you! Your Certificate of Occupancy Application has been submitted successfully! Your confirmation number is: 000000241267. Your application will be reviewed and processed by Essex County, NY STR. We will contact you via email on the status of your application.

Return to Dashboard

Have More Properties? Register Each One

Before paying tax, register every property you operate.

1

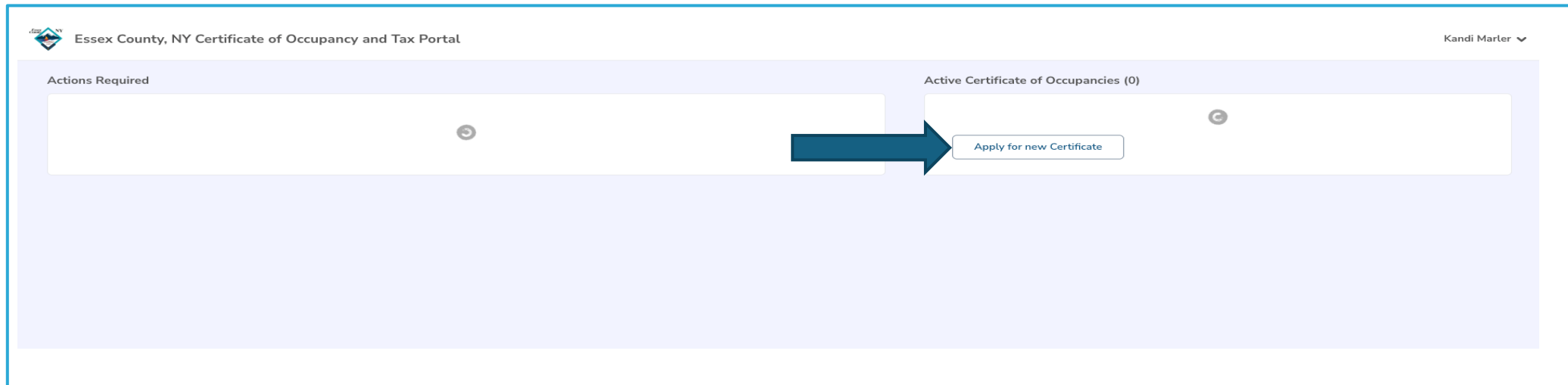
From the dashboard, click "Apply for New Account" again to register the next property.

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.



SECTION 2

File and Pay Your Occupancy Tax

Report your monthly revenue and remit the tax due.

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

Essex County only accepts Monthly filings. You must file every month, **even if there were no bookings (a \$0 filing)**.

The screenshot displays the Essex County, NY Certificate of Occupancy and Tax Portal. The header includes the Essex County logo and the text 'Essex County, NY Certificate of Occupancy and Tax Portal' on the left, and the user name 'Kandi Marler' with a dropdown arrow on the right. The main content area is divided into two sections: 'Actions Required' on the left, which states 'No outstanding actions.', and 'Active Certificate of Occupancies (1)' on the right. The active certificate section shows property details: '7551 Court St Elizabethtown Ny 12932' and 'A000008 Submitted', with a 'View' button. Below this, a large blue arrow points down to three buttons: 'Apply for new Certificate', 'Pay Tax', and 'See all Certificates'.

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 month being filed.

3

Need to file for a previous month? 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.

Essex 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.

April 2026

☐	Address	Certificate Number	Tax Reporting This Period	Owner's Name
☒	7551 Court St Elizabethtown Ny 12932	OCC-000008	● Incomplete	Kandi Marler

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

[CONTINUE](#) [BACK](#)

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

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 month.

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).

TIP

Gross Revenue includes room rental, cleaning fees, pet fees, and any other taxable amounts charged to the guest.

 Essex County, NY Pay Tax

Report Revenue

For the current and previous months, 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.

April 2026

7551 COURT ST ELIZABETHTOWN NY 12932 Reporting Incomplete ^

Property Occupancy	No. Days Available	No. Days Occupied

All Platforms

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

☒ Select Properties

☒ Report Revenue

☐ Confirm and Sign

☐ Payment

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).


Essex County, NY Pay Tax

Report Revenue

For the current and previous months, 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.

April 2026

7551 COURT ST ELIZABETH TOWN NY 12932
Reporting Complete

Property Occupancy	No. Days Available 30 No. Days Occupied 30
All Platforms	
Gross Revenue	\$ 5000
Allowable Deductions ⓘ	\$ 0
Taxable Receipts	\$ 5000

CONTINUE
BACK

Select Properties
Report Revenue
Confirm and Sign
Payment

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 month), the system will return you to the dashboard — no payment screen appears.

Confirm and Sign

Please confirm the following information and sign below

Tax Summary

Select

Select

April 2026	Tax due
7551 Court St Elizabethtown Ny 12932	\$250.00
Total due April 2026	\$250.00
Total Payment Due	\$250.00

Certifications

☐ Under the penalties of perjury, I hereby certify that the statement made herein have been examined by me, and are, to the best of my knowledge and belief, true, correct, and complete.

1. Safety Requirements

You confirm that the rental unit:

- Has an evacuation/escape plan posted.
- Has a working fire extinguisher.
- Has at least \$300,000 liability insurance for injuries or property damage.
- Meets all health and safety rules.
- Is legally allowed to operate as a short-term rental.
- Is not used as a single-room occupancy rental
 - (Town of Chesterfield, Town of Schroon, Others?).

Select Properties

Report Revenue

Confirm and Sign

Payment

Confirm and Sign — review your Tax Summary before payment

Step 6: Choose Your Payment Method

Two payment options are available:

1 Credit Card / ACH (Electronic Check) — fast, with a small processing fee offset by an e-payment discount.

2 Check — **paper check sent through the mail.** NO e-payment discount applies.

TIP

Most users choose **ACH (e-check)** — it's the fastest, qualifies for the e-payment discount, and doesn't require mailing anything.

IMPORTANT

Not an electronic check. Choose this option **ONLY IF** you are mailing a **PAPER CHECK**

The screenshot displays the 'Essex County, NY Pay Tax' interface. On the left, under 'Pay Tax', the 'Total Amount Due' is \$250.00, with a breakdown: Occupancy Tax \$250.00, Penalties \$0.00, and Interest \$0.00. A 'BACK' button is at the bottom left. In the center, the 'Payment Method' section shows two options: 'Credit Card / ACH' (selected) and 'Check'. A large blue arrow points to the 'Check' option. Below these options, a text line states: 'The button below will take you to our third-party payment system to make your payment.' A large blue button labeled 'Pay \$250.00' is positioned below this text. On the right side of the screen, a vertical navigation menu contains four buttons: 'Select Properties' (with a checkmark), 'Report Revenue' (with a checkmark), 'Confirm and Sign' (with a checkmark), and 'Payment' (with a double arrow icon).

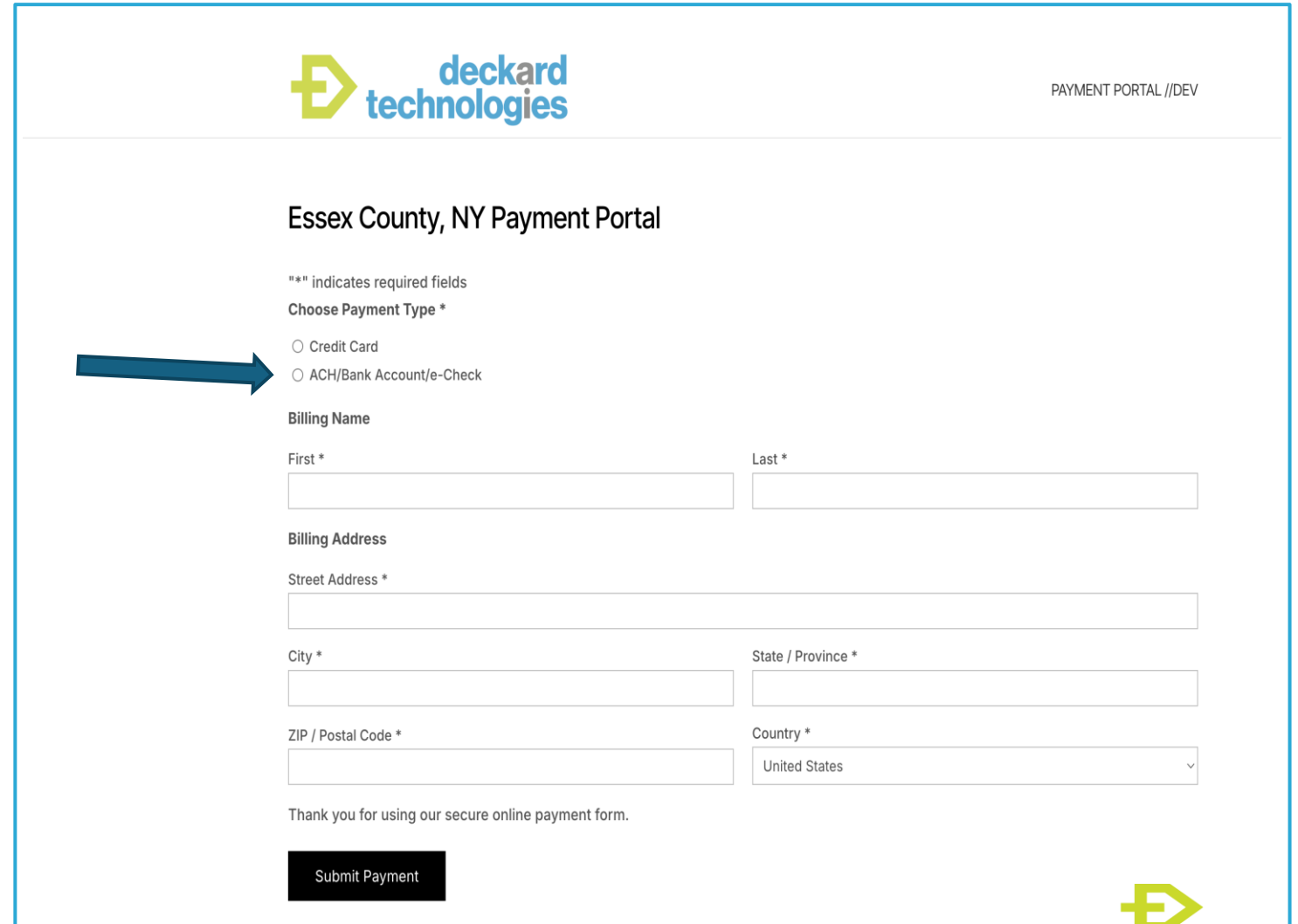
If Paying by Credit Card or ACH

A secure payment window opens in a new browser tab.

- 1 Enter your payment details in the new window.
- 2 For **ACH (e-check)**, select the "e-check" option for electronic check.
- 3 Click "Submit Payment" to complete the transaction.

IMPORTANT

If the payment window doesn't open, your browser may be blocking pop-ups. **Allow pop-ups for this site** and try again. (See FAQ for details.)



The screenshot shows the 'Essex County, NY Payment Portal' interface. At the top, the 'deckard technologies' logo is on the left and 'PAYMENT PORTAL //DEV' is on the right. The main heading is 'Essex County, NY Payment Portal'. Below this, a note states '*** indicates required fields'. The 'Choose Payment Type *' section has two radio button options: 'Credit Card' and 'ACH/Bank Account/e-Check'. A blue arrow points to the 'ACH/Bank Account/e-Check' option. The 'Billing Name' section has two input fields for 'First *' and 'Last *'. The 'Billing Address' section has a single input field for 'Street Address *'. Below this are two input fields for 'City *' and 'State / Province *'. The 'ZIP / Postal Code *' section has an input field, and the 'Country *' section has a dropdown menu currently showing 'United States'. At the bottom, there is a 'Submit Payment' button and a message: 'Thank you for using our secure online payment form.'

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.

Essex County, NY Pay Tax

Confirmation Number:
WQPVPP

- Please make the check out to Essex County Treasurer. Check must be postmarked by the 20th of each month to avoid penalties and interest.
- Your unique code is **WQPVPP**, please ensure this is written on the front of your check.
- Please ensure the exact amount of **\$250.00** is written in the check.
- Please mail all checks to **P.O. Box 217, Elizabethtown, NY**.
- Application is not complete until payment is received.

For any questions or issues please contact us at occupancy@essexcountyny.gov
Thank you for submitting your tax payment. We have emailed you a receipt of your payment. Your actions today allow short term rentals to be an attractive choice for Essex County, NY visitors, while maintaining the residential character of our neighborhoods.

[Return to Dashboard](#)

IMPORTANT

The check must be postmarked by the 20th of each month to avoid penalties and interest.

SECTION 3

Additional Payments & Past Filing Periods

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

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 Essex County, NY Certificate of Occupancy and Tax Portal dashboard. The header includes the Essex County logo, the title "Essex County, NY Certificate of Occupancy and Tax Portal", and the user name "Kandi Marler" with a dropdown arrow. The dashboard is divided into two main sections: "Actions Required" and "Active Certificate of Occupancies (1)".

The "Actions Required" section contains a message: "No outstanding actions."

The "Active Certificate of Occupancies (1)" section displays a table with one entry:

Address	Status	Action
7551 Court St Elizabethtown Ny 12932 A000008	Submitted	View

Below the table, a large blue arrow points down to three buttons: "Apply for new Certificate", "Pay Tax", and "See all Certificates".

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."

Essex 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.

April 2026

☐	Address	Certificate Number	Tax Reporting This Period	Owner's Name
☒	7551 Court St Elizabethtown Ny 12932	OCC-000008	● Incomplete	Kandi Marler

☒ Hide Inactive Certificates

Step 3: Choose Year and Month(s)

Select every previous period you need to file for.

1

Choose the required year.

2

Check the Month(s) you need to file.

3

Click "Add Periods."

Report Additional Tax

Select the periods for which you wish to report tax, including reporting \$0.00 receipts.

2026 **2025** 2024 2023

☐ Jan-Mar 2025

☐ Apr-Jun 2025

☐ Jul-Sep 2025

☐ Oct-Dec 2025

Add Periods Close

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."

Essex 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.

April 2026

☐	Address	Certificate Number	Tax Reporting This Period	Owner's Name
☐	7551 Court St Elizabethtown Ny 12932	OCC-000008	● Pending	Kandi Marler

March 2026

☐	Address	Certificate Number	Tax Reporting This Period	Owner's Name
☐	7551 Court St Elizabethtown Ny 12932	OCC-000008	● Incomplete	Kandi Marler

February 2026

☐	Address	Certificate Number	Tax Reporting This Period	Owner's Name
☐	7551 Court St Elizabethtown Ny 12932	OCC-000008	● Incomplete	Kandi Marler

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

[CONTINUE](#) [BACK](#)

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

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

Essex County, NY Pay Tax

Report Revenue

For the current and previous months, 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.

April 2026

7551 COURT ST ELIZABETHTOWN NY 12932 Reporting Complete

Property Occupancy: No. Days Available: 30, No. Days Occupied: 30

All Platforms

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

March 2026

7551 COURT ST ELIZABETHTOWN NY 12932 Reporting Complete

Property Occupancy: No. Days Available: 30, No. Days Occupied: 15

All Platforms

Gross Revenue	\$	6000
Allowable Deductions	\$	0
Taxable Receipts	\$	6000

February 2026

7551 COURT ST ELIZABETHTOWN NY 12932 Reporting Complete

Property Occupancy: No. Days Available: 28, No. Days Occupied: 12

All Platforms

Gross Revenue	\$	3500
Allowable Deductions	\$	0
Taxable Receipts	\$	3500

[CONTINUE](#) [BACK](#)

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.

Essex County, NY Pay Tax

Confirm and Sign

Please confirm the following information and sign below

Tax Summary

Select Select

April 2026	Tax due
7551 Court St Elizabethtown Ny 12932	\$250.00
Total due April 2026	\$250.00
March 2026	Tax due
7551 Court St Elizabethtown Ny 12932	\$318.00
Total due March 2026	\$318.00
February 2026	Tax due
7551 Court St Elizabethtown Ny 12932	\$187.25
Total due February 2026	\$187.25
Total Payment Due	\$755.25

Certifications

☐ Under the penalties of perjury, I hereby certify that the statement made herein have been examined by me, and are, to the best of my knowledge and belief, true, correct, and complete.

1. Safety Requirements
You confirm that the rental unit:

- Has an **evacuation/escape plan posted**.

SECTION 5

Payment Methods Explained

Understand each option so you can pick the one that fits you best.

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
- Eligible for the e-payment discount
- 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
- Eligible for the e-payment discount
- 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

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 Month?

Yes. Essex County requires a filing every month, even when there is no revenue. Submit a \$0 filing (a "Zero-Dollar Filing") to stay compliant and avoid penalty notices.

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 Essex County Treasures office 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.

Q What's the difference between an E-Check (ACH) and a Mail-In Check?

An E-Check (ACH) is an instant electronic transfer from your bank account — fast, secure, and eligible for the e-payment discount. A Mail-In Check is a paper check sent through the mail; it's slower and does NOT qualify for the discount.

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.

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 monthly taxes. You will need to make sure this is not going to your junk or spam folder.

Q

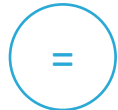
Can I save my application and finish it later?

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 month. 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 Essex County Treasurer's office is here to help.

CALL US

(518)873-3643

Essex County Treasurer's office

EMAIL US

occupancy@essexcountyny.gov

Essex County Treasurer's office

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