

As part of your application to Middle Smithfield Township for a Short Term Rental Permit, you must provide a copy of your current **Monroe County Hotel Room Excise Tax Certificate** and a copy of your current **Pennsylvania Sales & Use Tax Permit**. Here is some helpful information for obtaining those certificates.

**Monroe County Hotel Room Rental Excise Tax Certificate:**

Website: <http://www.monroecountypa.gov/Dept/Treasurer/Pages/HotelTax.aspx>

Or you can go to the county website: <http://www.monroecountypa.gov>, click on Departments, click on Treasurer and then click on "Hotel Tax"

There is a downloadable registration form on their website. There is no fee for this one-time registration. You can contact the County Treasurer's office at (570) 517-3180, Monday – Friday, 8:30am – 4:30pm with any questions you may have.

**Pennsylvania Sales & Use Tax Permit:**

Website: <http://www.revenue.pa.gov/FormsandPublications/FormsforBusinesses/Pages/Sales-Use-and-Hotel-Occupancy-Tax.aspx>

Or you can go to [www.revenue.pa.gov](http://www.revenue.pa.gov), click on "Forms and Publications", click on "Forms for Businesses" and then click on "Sales, Use and Hotel Occupancy Tax Forms"

The registration form, PA-100, is downloadable or you can register online at [www.pa100.state.pa.us](http://www.pa100.state.pa.us). There is no fee for this one-time registration. You can contact the PA Department of Revenue directly at 717-787-1064 with any questions you may have.

**PLEASE NOTE** – you must provide proof of registration or a copy of the certificate to obtain a Middle Smithfield Township Short Term Rental Permit. While we understand that some online advertising sites collect sales tax from your renters and submit on your behalf, it is still your responsibility to hold both a state and county certificate. Failure to obtain and maintain these certificates may result in the denial of your application or revocation of your permit.