



**MONTGOMERY
COUNTY, PA**
TREASURER'S OFFICE

Hotel Online Payee Registration

Your Name: _____
Your Email _____
Your Direct Phone # _____
Your Company Name (if different from hotel) _____

Hotel(s) or online booking agents you will be remitting for

	Name	Local Address	City	State	Zip	Local Phone #
Hotel 1						
Hotel 2						
Hotel 3						

1. To register as an Online payer please fill out and email the Taxpayer Registration Form to Hotel.tax@montgomerycountypa.gov
2. On that Form include the following:
 - a. Your Name
 - b. Your email address
 - c. Your direct phone number
 - d. The Hotel or Hotels for which you will be paying
 - e. The online booking agents, if any you are remitting for
 - f. Hotel franchise or corporate name if different from the name above
 - g. The Hotel or Hotels local address
 - h. The hotel's local phone number
3. Once processed you will receive an email from us confirming your status as a payee
4. You may begin to process payments.